

**Two Feathers Native American Family Services
Director**

Full Time Position

Salary DOE

General Function: Under the supervision of Two Feathers Board of Directors, this individual is required to maintain the development, implementation, management and oversee the total functioning of Two Feathers office as it relates to grant requirements and tribal community needs. The Director provides overall administrative direction and leadership of the organization consulting consistently with the Board of Directors on such issues.

Primary Responsibilities

- Develop and maintain job descriptions, personnel policies, personnel files, and new employee orientation information and training as dependent on starting up new grant projects, always including the Board of Directors in process.
- Assist in development of organizational staffing plans, hiring of new personnel, and coordinating necessary consultation groups to sit on interviewing panel while hiring.
- Coordinate and provide staff training programs, provide daily management and supervision of organizational staff.
- Coordinate the development of and or completion of all fiscal and narrative reports as required by various funding agencies.
- Coordinate development of and implementation of organizational wide policies and procedures such as but not limited to personnel, property and procurement, fiscal, record keeping system and maintenance.
- Coordinate the development of organizational fiscal and program audits as required by various funding agencies, and or the Board of Directors.
- Function as the primary public relations contact person for the organization at various federal, state, tribal and community organizational meetings and functions as approved by the Board of Directors, and subject to funding limitations.
- Research, identify and coordinate the development of and/or completion of various applications for organizational and program development and expansion.
- Provide back-up supervision for HSU-Social Work Intern Volunteer.
- Coordinate case reviews, staff meetings and Two Feathers Board of Directors meetings.
- Attend appropriate conferences and training to enhance education and awareness.
- Participate on conference planning panels.
- Work with other community-based agencies or referral services.
- Maintain procedures and data gathering systems related to Funding agency requirements for all grants obtained through Two Feathers.
- Complete progress reports required by funding agency.
- Attend meetings and or conferences related to grant management.
- Research and apply for new grant funds.

Please submit Resume and Cover Letter to either of the following:

Two Feathers Native American Family Services
1560 Betty Court, Suite A
McKinleyville, CA 95519
director@twofeathers-nafs.org