



AICHO

American Indian Community
Housing Organization

POSITION TITLE: Gimaajii Mino Bimaadizimin Director

PROGRAM: Housing Program

REPORTS TO: Executive Director

STATUS: Full-time, Exempt

HOURLY RATE: \$26 - \$28 per hour

BENEFITS: A robust benefits package, which includes health insurance, dental, life insurance, paid family medical leave, paid holidays, paid time off and retirement.

POSITION SUMMARY:

The Gimaajii Director will lead and support organizational work to operate the Gimaajii Mino Bimaadizimin permanent supportive housing (PSH) program. The Gimaajii Director will provide direct staff support and supervision, grant program(s) oversight with reporting and invoicing duties, assist with seeking and securing funding, build and strengthen community partnerships and relationships, and provide overall direction to meet program and organizational goals. The direct supervisor is the Executive Director.

KEY RESPONSIBILITIES:

Program Leadership, Grant Oversight and Implementation

- Ensuring progress on grant outcomes and activities; monitor program data collection and program budget; prepare reports and invoices
- Conduct evaluation to assure progress and to strengthen ongoing approaches
- Work with various internal AICHO team(s) to ensure organizational coordination on grant activities and work with Administrative Leadership to identify programming needs and secure and sustain sources of funding

Staff Supervision & Support

- Supervise and support assigned team members with a growth mindset
- Triage crisis situations; build team approach to prevent crisis when possible and develop team capacity to problem solve and respond appropriately to a variety of situations
- Create shift schedules, approve time off requests, review and approve time sheets

- Train new staff, provide an onboarding process, provide corrective actions, and conduct annual performance reviews with a growth mindset
- Provide or coordinate ongoing training as required by funders, government agencies, and/or determined by program needs

Lead Community Engagement & Cultural Strategies

- Lead community engagement and cultural strategies that build community voice and leadership in community and housing issues
- Coordinate related community initiatives and/or campaigns

Represent in Public and Partnership Spaces

- Serve on local, regional, Tribal, and statewide committees or workgroups as relevant to grant programs
- Present in public forums; develop and strengthen partnerships and relationships focused on the improvement of Indigenous community conditions and achievement of greater equity

QUALIFICATIONS:

- Commitment to improving community housing stability
- Experience and ability to respond to a variety of crisis situations and resolve with a team-based approach
- Experience working in culturally-based and community-based strategies to address disparities, achieve housing outcome measures, and/or improve community conditions
- Education or equivalent experience relevant to position
- Ability to communicate (verbal, written) in a variety of settings, formats, and audience sizes
- Ability to provide supervision and team/staff support with growth mindset
- Ability to work effectively independently and within team(s)
- Ability to effectively monitor grant progress and budgets; report and invoice on grant activities; and seek and secure funding to ensure programming sustainability
- High school diploma or equivalent required; post-secondary coursework or training in human services preferred
- Prior experience in housing, social services, shelter, or customer service environment strongly preferred
- Strong interpersonal and communication skills; ability to remain calm and professional in challenging situations
- Ability to manage multiple tasks and maintain accurate documentation
- Commitment to housing services based on trauma-informed care principles
- Basic computer literacy (Microsoft Office, Google, email, data entry systems)
- Must be willing to be CPR certified and Narcan certified (training provided)

- Have a valid driver's license and vehicle insurance
- Must be able to pass background checks as required by program policy

WORK ENVIRONMENT:

Position may involve occasional standing, light lifting, cleaning duties or walking through the facility. Must be able to lift up to 50 lbs. .

TO APPLY:

Submit your cover letter, resume, and completed application to:

EMAIL: hiring@aicho.org

SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:

AICHO

Attention: Human Resources

202 West 2nd Street

Duluth, MN 55802

AICHO is an Equal Employment Opportunity Employer and committed to non-discrimination in all aspects of employment.