AICHO
American Indian Community Housing Organization

**POSITION TITLE:** Traditional Healing Coordinator

**PROGRAM:** Traditional Health

**REPORTS TO:** Associate Director

**STATUS:** Full-time, Non-Exempt

**HOURLY RATE:** $22 - $28, depending on qualifications

**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 Traditional Healing Coordinator is responsible for coordinating and implementing the Traditional Healing Program, including activities, community events, program evaluation, grant reporting, and promotion of traditional healing practices within the Duluth community. The Coordinator will represent AICHO in public forums and build strong relationships with Elders, culture bearers, healers, partners, and community members. This position works closely with the Administrative Leadership Team to develop and expand traditional healing programming as well as to oversee grants and projects within this program area.

The Traditional Healing Coordinator supports AICHO's mission and values by helping to strengthen access to culturally grounded healing practices and by supporting community wellness through traditional knowledge systems, teachings, and ceremonies.

**KEY RESPONSIBILITIES:**

**Program Coordination & Implementation**

- Coordinate, plan, and implement Traditional Healing Program activities, teachings, and community events.
- Support outreach to Elders, knowledge keepers, healers, and community partners.
- Ensure logistics for events, including scheduling, space use, materials, transportation, stipends/honorarium, and participant communication.
- Promote culturally grounded healing opportunities in ways that are welcoming and accessible to community members.

- Follow cultural protocols, guidance of Elders, and organizational policies.

**Community Engagement & Representation**

- Represent AICHO and the Traditional Healing Program at meetings, gatherings, conferences, and community events.
- Build and maintain positive relationships with community members and partner organizations.
- Serve as an ambassador of AICHO values, cultural respect, and traditional healing initiatives.

**Grant & Project Oversight**

- Assist with management of grants and funded projects within the Traditional Healing Program.
- Support grant compliance requirements, timelines, and deliverables.
- Work collaboratively with administrative leadership on program growth, sustainability, and funding development.

**Program Evaluation & Reporting**

- Collect and track participation data and program outcomes.
- Assist with evaluations, participant feedback, and continuous improvement efforts.
- Complete required reports for grants, funders, and internal use in a timely manner.

**Team Collaboration**

- Work in a team approach with AICHO's Administrative Leadership Team.
- Participate in staff meetings, planning processes, and organizational initiatives.
- Support cross-program collaboration to integrate traditional healing across services.

**Additional Duties**

- Uphold confidentiality and cultural sensitivity at all times.
- Follow health and safety practices during programs and events.
- Other duties as assigned by the Associate Director.

**QUALIFICATIONS:**

**Required Qualifications**

- Experience working with local communities and organizations.
- Knowledge of traditional healing practices, cultural protocols, or community ceremonial life (lived experience is valued and may substitute for formal education).

- Strong event coordination or program coordination experience.
- Ability to work respectfully with Elders, healers, and culture bearers.
- Strong communication, organization, and follow-through.

**Preferred Qualifications**

- Experience in nonprofit or community-based program coordination.
- Prior experience with grant reporting and program evaluation.
- Familiarity with Duluth and regional communities.
- Ability to facilitate groups or community gatherings.

**Core Competencies**

- Relationship-building and collaboration
- Organization and time management
- Community outreach and engagement
- Flexibility and problem solving
- Clear, professional communication
- Commitment to community wellness

**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. This position is also a combination of office and community-cased work, evening or weekend hours may be required for events, and travel within the region may be required.

**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.**