



### **ABOUT Owámniyomni Okhódayapi**

Owámniyomni Okhódayapi (OO) is a 501c(3) public non-profit working to build understanding and embrace the value of Indigenous perspectives tied to Owámniyomni (St. Anthony Falls). We seek to transform the vacant, largely inaccessible land around Minneapolis's Upper Lock into a place of healing, restoration, education, and connection. OO is resurfacing and telling important stories that have been forgotten or actively silenced.

OO is Dakota-led and has a Native American-majority board of directors. It was founded in 2016 following the closure of the Upper Lock to commercial navigation.

The Owámniyomni project is a profound opportunity to reimagine and actively transform our city's identity through transformative design and narrative change. We are working in partnership with the four Dakota Tribes in Mni Sota, the City of Minneapolis, the Park & Recreation Board, and the U.S. Army Corps of Engineers. Owámniyomni Okhódayapi is also deeply intertwined with other Indigenous-centered organizations along the river, including Wakan Tipi Awanyankapi (formerly known as the Lower Phalen Creek Project).

### **POSITION SUMMARY**

The Program & Project Coordination Assistant is an administrative assistant role supporting coordination and alignment between the program development and project design and implementation teams at OO. The Program & Project Coordination Assistant is a full time role. During the initial period of project planning and design (2 years), half of each week will fall under the direction of the Program Director, and half will fall under the Project Advisor. Once the restoration project is completed and OO's programs are operating, the role will evolve in one of two directions based on the interest of the employee: (1) a day-to-day role in programming and activation, or (2) a day-to-day role in operations and maintenance. The Program & Project Coordination Assistant will work closely with the Program Director, Project Advisor, their assembled committees and partners, the design & engineering Consultant Team, Dakota Knowledge Keepers, and the broader OO team to support the mission of truth-telling, healing, and restoration at Owámniyomni.



**Program & Project Coordination Assistant**  
**Job Description**  
*Updated April 2024*

**Reports to:** Program Director (half time) and Project Advisor (half time)

**Direct reports:** N/A

**Key relationships:** Project Advisor, Program Director, Communications Assistant

**Position Location:** Hybrid. Must be commutable distance from OO's downtown Minneapolis office.

**Compensation:** \$30/hour, full time position.

**Travel:** Occasional travel for in person meetings and engagement.

## **RESPONSIBILITIES**

- Provide general administrative assistance to the Program Director and Project Advisor, supporting and contributing to strong alignment between program development and project design and implementation work flows
- Neon / database management for Program and Project activities
- Assist in preparations for and attend all standing program and project meetings (typically convened via Zoom), such as: OO's Programs & Partnership Advisory Committee, OO's Coordination standing call with the Minneapolis Park & Recreation Board; the MOU Partners Group standing call; the Tribal Working Group standing call; and the US Army Corps conveyance standing call
- Assist in preparations and attend all internal Program/Project coordination standing calls with the Program Director, Project Advisor, and OO President; and attend OO Team meetings
- Assist with meeting coordination, document preparation, folder management, program and event readiness, and research
- Communicate with relevant staff, teams and partners as needed and directed to support program and project goals
- Assist with site-specific and season-specific programming events and activities

## **QUALIFICATIONS**

- No education minimum; evaluation of qualifications will be based on experience
- Must be sensitive to Native American Culture



**Program & Project Coordination Assistant**  
**Job Description**  
*Updated April 2024*

- Interest in professional growth within a core OO mission area (Dakota language, indigenous land management, education, Mni Sota history & storytelling, Native arts & culture), *and/or*:
- Interest in professional growth within a core OO project implementation area (design and engineering contract management, operations and maintenance planning, multi-party and public-private partnership management, government relations, public sources and uses of funds).
- One or more years of nonprofit administrative and/or public space operations administrative support experience preferred but not required
- Excellent verbal and written communication skills, and the demeanor to be a trusted presence in communications with executives, elected Tribal and non-Tribal leaders, and community members
- Ability to work within a Google for Business ecosystem (Google Drive, Google Sheets, Google Slides, Google Docs) and/or the Microsoft 365 Office Suite (Microsoft Word, Excel, and PowerPoint)
- Knowledge of, or willingness to learn, Neon database management
- Ability to manage a workflow independently to advance organizational objectives

**HOW TO APPLY**

- Please send a cover letter, resume, and contact information for two professional references to the attention of Shelley Buck, President, via email to [info@owamniyomni.org](mailto:info@owamniyomni.org), with the subject line “Program Director”
- Applications accepted through May 24, 2024.