



Programs Officer

Department: Programs

Employment Status: Regular, Full-Time

Reports To: Director of Programs

FLSA Status: Exempt

Location: Remote; frequent travel required

Salary Range: \$60,000-\$70,000 (commensurate with experience)

POSITION SUMMARY

Oweesta Corporation is the longest-standing Native Community Development Financial Institution (CDFI) intermediary, dedicated to strengthening Native economies and supporting the sovereignty of Native nations. Oweesta provides training and technical assistance, capital, research, and policy advocacy to Native CDFIs, Native nonprofits, and Native communities.

The Programs Officer is on Oweesta's Programs team, contributing to the design, implementation, and management of a diverse portfolio of programs focused on housing, financial education, capacity building, and training and technical assistance. This role supports multiple initiatives and funding streams, works closely with program leads and partners, and helps ensure high-quality delivery, compliance, and continuous improvement across Oweesta's programs.

The Programs Officer will collaborate closely with other Programs staff and cross-departmental teams, provide direct support to Native CDFIs and Native-serving organizations, and represent Oweesta in external settings. This role requires strong organizational skills, adaptability, and a commitment to advancing equitable economic development in Native communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Implementation & Support

- Support the implementation and ongoing management of Oweesta's programs, including housing-related initiatives, financial education, and capacity-building efforts.
- Assist with coordinating cohorts, peer learning opportunities, trainings, and technical assistance activities (both virtual and in-person).
- Provide direct technical assistance and capacity-building support to Native CDFIs, Native nonprofits, and partner organizations, as assigned.
- Support program monitoring, outcome tracking, and continuous improvement efforts across assigned programs.
- Assist in managing program systems, data collection tools, and reporting platforms to ensure accuracy and consistency.

Training, Technical Assistance & Capacity Building

- Contribute to the development, delivery, and evaluation of training and technical assistance offerings related to financial education, housing, asset building, and organizational development.



- Support facilitation of trainings, convenings, and learning sessions, including logistics, materials preparation, and follow-up.
- Collaborate with internal staff and external consultants to ensure high-quality and culturally responsive programming.
- Assist in tailoring training and technical assistance to meet the needs of Native communities and organizations.

Grants, Compliance & Reporting

- Support proposal development for program-related grants and contracts in collaboration with the Programs team and other departments.
- Assist with grant compliance activities, including tracking deliverables, timelines, and reporting requirements.
- Prepare and contribute to high-quality narrative and data-driven reports for funders, partners, and internal stakeholders.
- Coordinate with Programs staff and other departments to ensure accurate documentation and reporting of program activities.

Collaboration, Representation & Other Duties

- Work closely with the Programs team and other Oweesta departments to support interdisciplinary initiatives.
- Represent Oweesta at conferences, convenings, trainings, and partner meetings related to housing, financial education, and Native community development, as assigned.
- Build and maintain positive working relationships with Native CDFIs, Native communities, partner organizations, consultants, and funders.
- Participate as a collaborative and flexible member of the Programs team, contributing to department-wide goals and initiatives.
- Perform other duties as assigned by the Director of Programs.

EDUCATION AND EXPERIENCE

Education Required:

- Bachelor's degree or equivalent combination of education and relevant experience.

Experience Required:

- Minimum of two to three years of relevant experience in financial education, housing, community development, capacity building, or a related field.
- Experience supporting or implementing grant-funded programs, trainings, or technical assistance initiatives.
- Experience providing training, facilitation, technical assistance, or capacity-building support.

Experience Strongly Preferred:

- Experience working in or with Native communities, Tribes, or Native-serving organizations.



- Experience in the CDFI industry or community development finance.
- Familiarity with housing counseling, financial coaching, or asset-building programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of financial education, asset building, housing, and community development issues impacting Native communities.
- Strong written and verbal communication skills.
- Excellent organizational, project management, and time management skills.
- Ability to manage multiple priorities and deadlines with attention to detail.
- Comfort working independently in a remote environment while maintaining strong communication with a team.
- Strong relationship-building and customer service skills.
- Ability to work collaboratively with diverse partners and stakeholders.
- Proficiency with standard office software and data systems.
- Willingness and ability to travel frequently (approximately once per month).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Ability to sit for extended periods while working on a computer.
- Manual dexterity for operating office equipment.
- Good visual acuity for reading documents and computer screens.
- Occasional mobility to move around the office and attend meetings.
- Ability to lift and carry objects up to 20 pounds occasionally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- This position requires travel for meetings and training.
- This role involves working in a remote office environment with standard office equipment.
- This position may require some evening and weekend work.

Please submit your resume and cover letter for the Programs Officer position to: programs@oweesta.org.

