



Job Description: The Program Specialist plays an important role in supporting the planning, coordination, and delivery of Keya Foundation programs and activities. The primary focus of this position is supporting our youth programs, while also providing assistance across other organizational initiatives as needed.

The ideal candidate is organized, dependable, comfortable using technology, able to communicate effectively with a variety of people, and able to manage multiple responsibilities while completing tasks accurately and on time. This position will contribute to program activities, community events, program evaluation, communications, and the day-to-day operations that help Keya carry out its work in the community.

Position: Program Specialist
Location: Eagle Butte, SD
Employment: Full Time
Salary: Competitive based on education and experience
Status: Open until filled

Who We Are

The Keya Foundation, Inc. is a community-rooted 501(c)(3) nonprofit organization based in Eagle Butte, South Dakota, serving communities throughout the Cheyenne River Sioux Tribe Reservation. Guided by our motto, “Helping Others Help Themselves,” we work alongside community members, schools, tribal programs, organizations, and partners to strengthen the health, well-being, and capacity of our communities.

Our work is centered around four focus areas: Youth Programs, Community Engagement, Food Security, and Environmental Justice. Across these areas, we support community-led solutions, create opportunities for youth and families, and bring partners and resources together to address priorities identified by the people we serve.

At Keya, we believe in building with the community, not simply doing things for the community. We value relationships, cultural connection, collaboration, and creating opportunities for people to have a voice in the work that affects them. Our programs continue to grow and evolve in response to community needs, and we are looking for team members who share our commitment to meaningful, community-centered work.

Our team is small but mighty, and we are excited about trying new and fun things. We encourage respectful candor, authenticity, and balance on our team. We believe good work comes from people who can be themselves, speak honestly and respectfully, support one another, and know that meaningful work and a healthy life can coexist.

The Keya Foundation is an equal opportunity employer. We are committed to providing a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination.

About The Position

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Essential Job Functions: In this role, you may help prepare materials for a youth program meeting, coordinate an upcoming community event, communicate with school or community partners, enter and organize evaluation data, create a social media post, or help staff carry out another program activity. The ability to move between these responsibilities, stay organized, and follow through is an important part of this position. Other duties may include:

- The primary focus of this position is supporting Keya's Youth Programs while providing support to other programming initiatives as needed.
- Assists in program delivery by drafting and compiling essential materials, tracking timelines, and maintaining clear communication channels between all program initiative stakeholders.
- Assist with the implementation of program evaluation and continuous quality improvement activities, including data entry, organization, and analysis to support program reporting.
- Assist with the creation and coordination of communications and marketing materials for social media, the Keya Foundation website, radio, newspapers, and other community outlets.
- Participates in setting and meeting individual, team, and organizational goals.
- Other duties as assigned or required to meet program and organizational needs.
- This position requires flexibility based on Keya's program and event calendar. Occasional evening work may be required to support youth programs, community events, meetings, and other activities.

Qualifications

Skills & Abilities

- Excellent time management, prioritization, and organizational skills.
- Excellent written and verbal communication skills with an ability to interact with diverse groups of people.
- Assist in implementation of program evaluation tools to ensure continuous quality improvement of programming.
- Critical thinking skills and ability to troubleshoot problems as they arise within reason and policies.
- Ability to work with people of all ages
- Punctual and accountable during work hours

Education, Training, and Experience

- Minimum of a High School diploma or equivalent is required.
- Ability to pass a background check is required.
- Demonstrable experience in a support position or ability to show transferable skills.

- General Computer skills, Google Workspace skills, with an ability to become familiar with organization-specific programs and software.
- Experience working in or in relationship with Indigenous communities.

Preferred

- Experience working in or in relationship with the communities and organizations on CRST.
- Experience working in the school, or with youth in the community.
- Event or Activity planning or logsitic experience.
- Reliable transportation and ability to travel locally as needed for program activities and events.

Typical Physical Requirements

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 8 hours per day.
- Communicating with others to exchange information.
- Lift up to 50 lbs as needed for activities.

Compensation & Benefits

- Pay is competitive based on education and experience
- Full-time
- Paid Time Off: After the introductory period of 6 months, staff may accrue up to 78 hours of PTO annually to be used for sick and vacation time.
- Vacation Time: After the introductory period of 6 months, staff may accrue 40 hours of Vacation time annually (must be used in calendar year).
- Paid Holidays: 11 Holidays (New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Native American Day, Veterans Day, Thanksgiving Day, and Christmas Day).

How to Apply:

We encourage you to read through the entire job posting before applying. To apply, please submit the required application information, along with your resume and cover letter, using this link:

<https://www.surveymonkey.com/r/programspec>.

If you would prefer a physical copy of the application, please contact us and we would be happy to provide one.

Contact Information:

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O: 605-218-1884
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Open Monday-Friday 8am-4pm MST