



Program Coordinator, Child and Youth Development

About Wings of America

Inspired by the cultural legacy of Native runners, Wings ensures Native youth enrich their physical, mental, and spiritual wellness. We believe in a world in which all Native children have access to movement, culture and allies to help them become inspirational leaders that elevate their communities towards wellness, solidarity and opportunity. We are located in Albuquerque, NM, but operate across the United States. Our programming model is based on three core programs:

1. **Our Leadership Academy**, which trains Native young adults to be facilitators and leaders within their communities
2. **Our Children and youth development program**, which includes the following projects: Summer Running & Fitness camps, after-school Flight Clubs for elementary and middle school youth
3. **Our Student-athlete empowerment program**, which includes the following projects: Wings National Team and Boston Pursuit Program

Additional projects include our community engagement portfolio (runs and prayer relays), as well as a new emerging Elite program, which is still in development.

Position

The **Program Coordinator, Child & Youth Development** position is an exciting opportunity for a mid-level professional seeking to support meaningful impact amongst Native youth. This position is part of the programs team and will report to the Chief Visionary Officer.

The position is based at Wings Headquarters in Albuquerque, New Mexico. The coordinator will spend time visiting different program locations, so a valid drivers' license and access to a vehicle are required for this position.

Responsibilities

As part of a small but growing non profit team, you will be in charge of your program's activities but also of ensuring quality contributions to the organisation's monitoring & evaluation (M&E), resource mobilization, and communication efforts. You will have a 360 coordination role, working to grow your program portfolio, strengthen the organization's overall outreach, and support your program colleagues as needed.



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Coordinate and oversee all program implementation:

- Develop annual budget for the Child & Youth Development program and subsidiary projects in collaboration with the Admin & Finance director.
- Plan, implement and track annual work plans for your program
- Plan and coordinate project activities on an ongoing basis, ensuring smooth implementation of all activities and in line with Wings' safeguarding policies and procedures
- Identify and plan for key strategic developments related to your program; contribute to the organization's strategic planning annually.
- Help run Wings' Leadership Academy each year - training Wings summer employees and community-based mentors to deliver Running & Fitness and Flight Club curriculums.

Lead Monitoring and Evaluation portfolio:

- Oversee all program evaluation and data entry/analysis.
- Make sure your program's impact data is always up to date, that program surveys are implemented and that all collected data is stored in the appropriate M&E tools & documents.
- Provide analytical thought leadership about your program's impact, its challenges and opportunities, supporting the organization's learning journey

Communication & representation:

- Take an interest in Native American/Indigenous running history and be able to relate stories of running luminaries to program participants and supporters.
- Serve as the public face of the organization at community events.
- Visit Tribal communities for outreach, follow-up and program development purposes as needed.
- Develop and maintain working relationships with program partners with the aim of providing youth consistent program opportunities.
- Provide program content for social media and develop key promotional materials for your program

Resource Mobilization:

- Take the lead on researching grants that fit your program's objective
- Manage existing and new grants/contracts for your program
- Assist with Wings donor relations and fundraising events/initiatives, when needed.



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As members of a small nonprofit team, all team members will be required to participate to maintain our communal spaces and need to maintain a flexible mindset about sharing tasks and responsibilities as needed.

Skills and qualifications:

- Bachelor's degree in Nonprofit Management, Public Administration, Communications, Business Administration, or a related field.
- Experience in program management, grant administration, fundraising, and/or donor relations, preferably within the nonprofit sector.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines efficiently.
- Exceptional written and verbal communication skills, with experience drafting grant proposals, donor communications, and impact reports.
- Collaborative mindset with the ability to work effectively across departments and with external partners.
- Strong relationship-building skills to foster meaningful connections with donors, grantors, and other stakeholders.
- Ability to approach program administration with empathy, transparency, and a focus on equity.
- State and federal background check required for all Wings staff.

Preferred Qualifications:

- Previous experience managing grant or scholarship programs in a nonprofit setting, particularly those focused on education, health, or community development.
- Familiarity with philanthropic trends and best practices in donor relations and stewardship.
- Demonstrated success in launching new initiatives or improving existing programs to achieve greater efficiency, reach, or impact.
- Passionate about running and willing to participate in all program activities, when appropriate.
- Previous experience working with Native youth in health, sports, education, and/or physical activity programs.
- Experience living and/or working with Indigenous communities to work with program partners while respecting their unique histories, traditions and spiritual protocols.

Travels for up to 30% of time.



Compensation and Benefits:

- \$45,000-\$60,000 Annual Salary Range, depending on experience
 - United Healthcare Insurance for employee and dependents (after 60 days of employment)
- 15 days of Paid Time Off annually
- 12 Annual Paid holidays each calendar year
- 401k eligibility per plan rules (up to 3% company match, after 60 days of employment)

To Apply:

-Please submit a cover letter stating your specific interest in the position along with a CV and/or resume to: careers@wingsofamerica.org under the subject line “Program Coordinator Position Application”.

-At the bottom of CV/Resume, please also list contact information for **at least 3** professional references.

-Applications will be accepted on a rolling basis with interviews conducted ASAP after receipt of materials and reference checks.