

NOKOMIS

STRATEGIES

About Us:

Job Title: Capacity Builder I, II, III

Location: Remote

Job Type: Full-time, Part-time, and Contract opportunities available

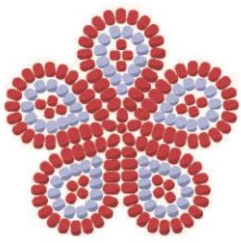
Job Summary: The Capacity Builder will collaborate with and support Tribes, Alaska Native Corporations, and non-profits to assist with project support, which could include outreach and engagement, technical assistance, identifying organizational needs, developing strategies, executive recruitment, or implementing programs that improve organizational capacity. This position calls for a dynamic individual with strong communication skills, flexibility, a willingness to learn, the ability to operate within our clients' diverse industries, and a commitment to excellence.

Key Responsibilities:

- Assist with all aspects of executive recruitment, including candidate outreach, ad placement, qualifications reviews, pre-screening, etc.
- Conduct needs assessments to identify capacity gaps within organizations and communities.
- Develop and deliver training programs, workshops, and seminars tailored to clients' specific needs.
- Assist in developing strategic plans, policies, and procedures to enhance organizational effectiveness.
- Facilitate networking and collaboration among community organizations and stakeholders.
- Monitor and evaluate the impact of capacity-building initiatives and adjust strategies as needed.
- Prepare reports and documentation to track progress and outcomes.
- Stay updated on best practices and emerging trends in capacity building, community development, business development, and executive recruitment.

Minimum Qualifications for Capacity Builder I:

- Bachelor's degree in business, Community Development, Organizational Development, Public Health, or a related field or 3-5 years of experience in capacity building, community development, Human Resources, or similar experience.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.



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Minimum Qualifications for Capacity Builder II:

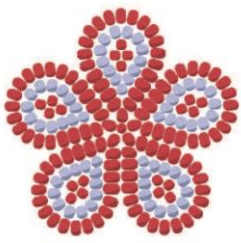
- Bachelor's degree in Business, Community Development, Organizational Development, Public Health, or a related field or 5+ years of experience in capacity building, community development, Human Resources, or similar experience.
- Minimum of 5 years working with Tribes, Tribal Programs, and/or Alaska Native Corporations.
- Strong understanding of organizational dynamics.
- Excellent communication, facilitation, and interpersonal skills.
- Proven ability to develop and deliver effective training programs.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.

Minimum Qualifications for Capacity Builder III:

- Bachelor's degree in Business, Community Development, Organizational Development, Public Health, or a related field.
- Minimum of 10+ years of experience in capacity building, community development, Human Resources, or a related field.
- Minimum of 5 years working with Tribes, Tribal Programs, and/or Alaska Native Corporations.
- Ability to create written assessments, analyses, and proposals
- Strong understanding of organizational dynamics.
- Excellent communication, facilitation, and interpersonal skills.
- Proven ability to develop and deliver effective training programs.
- Experience in strategic planning and project management.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.

Desired Qualifications:

- Should deploy emotionally intelligent approaches in dealing with both clients and colleagues—understanding and managing emotions to foster effective interactions.
- Capacity to lead and guide teams through change and development processes.
- Ability to problem-solve—identifying and addressing organizational challenges.
- Adjust promptly to evolving recruitment and capacity needs, and work between multiple industries.
- Operating and collaborating successfully across departments to ensure seamless capacity building.
- Should be able to negotiate effectively, mediating between candidates and executives during recruitment.
- Prioritizing tasks efficiently to manage multiple projects.



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- Understanding diverse backgrounds and fostering an inclusive environment through cultural competence.

What We Offer:

- Competitive salary.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact in the community.

How to Apply: Interested candidates should submit their resume, cover letter, and references to info@nokomisstrategies.co