Nia Tero | Position Description

Amazonia Coordinator

Nia Tero

Nia Tero is a US-based nonprofit working in solidarity with Indigenous peoples and movements worldwide. We have an inclusive culture guided by Indigenous wisdom, practices, and protocols. Our governing bodies, leadership, and staff are built upon diverse, Indigenous and non-Indigenous identities and life experiences. As a bridging organization, we view this diversity as a source of our strength. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

Summary

Nia Tero has identified Amazonia as one of its priority regions, with particular focus on Guyana, Suriname, Northern Brazil, Eastern Colombia, Eastern Ecuador, and Northeastern Peru. Indigenous peoples living in this region manage some of the largest tracks of tropical forest in the world. Their relationship to their territories and to each other is not bounded by country borders or geophysical limits, but is the result of unique knowledge gathered through thousands of years of living in the region.

Nia Tero is seeking an experienced, highly skilled individual to join the organization as the Amazonia Coordinator. The position will report to the Managing Director, Partnerships, and be coordinated by the Brazil Representative, while playing a central role supporting, developing, and helping manage Nia Tero’s strategy and work in Amazonia. This role will enhance our work in the region in line with the views and priorities of Indigenous peoples in Amazonia, while advancing Nia Tero’s mission and vision.

The coordinator will have at least 3 years’ experience providing programmatic support to teams. She/he will preferably be familiar with civil society organizations and can work with a range of stakeholders, including Indigenous peoples and their organizations from different cultural backgrounds. We are looking for a self-starter, who has worked effectively to manage multiple projects, including monitoring timelines and processes involving multiple institutions and individuals in a team, using their work to support and guide decisions.
KEY RESPONSIBILITIES

The Amazonia Program Coordinator will oversee day to day activity on a portfolio of grants to numerous organizations. She/he will be responsible for the following tasks:

- Assist partners and Nia Tero’s grantmaking team in the development of grant applications by reviewing, monitoring (tracking and analyzing reports), and uploading materials to our system
- Oversee grant compliance and documentation in collaboration with partners
- Communicate and collaborate with Nia Tero’s Amazonia team to prepare materials related to our strategy and programs in Amazonia, including in support of fundraising efforts
- Assist with both virtual and in-person meetings, as necessary. This may include scheduling, note taking, helping to organize field visits, travel, and events
- Produce periodic reports on the portfolio, required for internal planning and for presenting the portfolio to internal and external audiences
- Participate in initiative and programmatic discussions, providing input and analysis, as necessary
- Assist in the development of initiative-level annual planning and reporting materials, as requested
- Represent Nia Tero externally when requested, and respond to priority initiative needs

QUALIFICATIONS

Professional Qualifications:

- At least 3-5 years of related work experience
- A university level degree in a related field (or equivalent education and experience)
- Familiarity and experience working with Indigenous peoples preferred, as well as with grassroots organizations, NGOs, and philanthropic institutions
- Demonstrated success in program/project development, and portfolio management
- Intellectual agility and ability to analyze information, conduct research, think critically, and understand issues relevant to Nia Tero’s programs
- Good written and oral communication in Portuguese, and English. Ability to also work and communicate in Spanish is desired
- Strong organizational skills, with the ability to successfully handle multiple tasks and complete assignments in a timely manner
- Excellent computer skills, including Word, Excel, Power Point and content management systems (Salesforce)
- Excellent interpersonal skills, including an ability to listen to others and learn from their best ideas, share best practices and experiences, and contribute to a learning environment
- Experience with grant making is desired
• Lived experience in non-European cultures

Ideal:
• Experience working for an Indigenous organization of the Amazon, or knowledge and experience connecting to Amazonian Indigenous organizations and their partner NGOs
• Strong interest in and support for the Indigenous movement in the Amazon
• Knowledge and experience connecting to other funders in the Amazon
• This role requires discretion and cultural sensitivity, impeccable integrity and trustworthiness, a sense of humor with a proven ability to successfully and diplomatically work in a fast-paced environment
• Approachable team player, open to input and collaboration with all levels of staff, grantees, and other external partners across diverse cultural backgrounds
• Ability to work both independently and as part of a team in different countries and time zones
• Willingness to travel occasionally within the Amazon

WORKING CONDITIONS:

This position will be ideally based in Brazil or one of the Amazon countries. The Amazonia Coordinator will be hired on an annual basis, as an independent consultant. The contract will be based on the Terms of Reference which will be reviewed and considered for renewal annually.

HOW TO APPLY

If interested in this role, please email cover letter and resume to jobs@niatero.org. Nia Tero is a multicultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.