



JOB DESCRIPTION

Position title	Department	Reports to
Veterans Program Operation & Events Manager	Veterans Program	Veterans Lead
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	September 01, 2026
Compensation		End Date
Salary Position \$58-64K DOE		September 01, 2027

About Unkitawa

Unkitawa is committed to supporting veterans through innovative programs and community-based services that honor their service and facilitate their transition into civilian life. We aim to provide our veterans with meaningful resources, support systems, and connections that enrich their lives and celebrate their contributions to our community.

Reporting Relationship

This is a hybrid position; the Veterans Program Operation & Events Manager reports directly to the Veterans Lead and supports the overall operations of the Veterans Program.

Position Summary

The Veterans Program Operations & Events Manager is responsible for assisting in the management, coordination, and delivery of programs and services that support the veteran community. This role requires a proactive leader who can oversee daily operations, support staff and volunteers, and ensure effective program implementation. The position plays a key role in strengthening community engagement, enhancing service delivery, and supporting the mission of Unkitawa.



Position Details

Essential Duties and Responsibilities

Program Operations & Administration

- Manage day-to-day administrative operations of the Veterans Program.
- Maintain Core Data, aggregate data, and monthly program metrics.
- Prepare monthly, quarterly, and annual reports for grants and organizational reporting.
- Submit bi-weekly time sheets
- Ensure grant compliance and maintain participant records and documentation.
- Coordinate calendars, meetings, purchasing, inventories, and program logistics.
- Assist with budget tracking, purchase requests, invoices, and reimbursements.

Program Growth & Development

- Assist in the strategic growth of the Veterans Program by identifying new programming opportunities and community needs.
- Support the continuation and expansion of the Family Financial Assistance (FFA) Program and other veteran support initiatives.
- Develop new workshops, wellness activities, educational opportunities, and culturally relevant programming for veterans and their families.
- Build relationships with community partners to expand resources and services available to veterans.
- Assist with grant implementation and development of new program initiatives.

Event Planning & Coordination

Serve as the primary coordinator for Veterans Program events and assist with organization-wide events, including:

- Annual Veterans Powwow
- Welcome Home Vietnam events
- Indigenous Days
- Annual NW Folklife



- Community gatherings
- Workshops and trainings
- Care Package events
- Wellness activities
- Cultural events and ceremonies
- Volunteer appreciation events

Responsibilities include vendor coordination, scheduling, facility reservations, purchasing, logistics, volunteer coordination, event timelines, and event setup and breakdown.

Team Leadership & Collaboration

- Co-lead contractors, interns, volunteers, and event staff in collaboration with the Veterans Lead.
- Coordinate contractor work plans, deliverables, and scheduling.
- Provide oversight of the Veterans Care Package Program, including contractor coordination, inventory management, and distribution.
- Assist in supervising interns and volunteers by assigning projects, monitoring progress, and providing coaching and mentorship.
- Promote collaboration across departments to support organization-wide initiatives.

Community Engagement

- Conduct outreach to veterans and military families.
- Represent Unkitawa at community events and resource fairs.
- Maintain relationships with veteran-serving organizations and community partners.
- Assist with communications, newsletters, social media content, and participant engagement.

Requirements and Skills

- Associate's degree or higher from an accredited college or university and/or equivalent lived experience.
- Experience working with veterans, tribal communities, or culturally relevant programs
- Experience working in nonprofit organizations, Tribal communities, or veteran-serving organizations preferred
- Knowledge of traditional ceremonies, medicines, and cultural protocols (preferred)



- Event planning and project management experience
 - Strong administrative and organizational skills
 - Experience managing multiple projects simultaneously
 - Data collection, reporting, and analysis
 - Grant compliance and documentation
 - Budget tracking and purchasing
 - Volunteer, contractor, and intern coordination
 - Excellent written and verbal communication skills
 - Experience with Microsoft Office Suite, particularly Excel
 - Strong leadership and organizational skills
 - Excellent communication and interpersonal skills
 - Ability to remain calm under pressure and adapt to changing needs
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Minimum Qualifications

- Demonstrated experience in program coordination, case management, or community services, preferably serving veterans
 - Strong leadership and team support experience
 - Knowledge of veteran services and community resources
 - Excellent communication, relationship-building, and problem-solving skills
 - Ability to maintain confidentiality and professionalism
 - Valid driver's license and reliable transportation
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Compensation and Schedule

- Compensation based on experience
- Paid Time Off (PTO)
- Medical, Dental, Vision and 401k
- Observation of federal and culturally recognized holidays



- Ceremony Leave
- Paid twice monthly
- Hybrid work schedule with in-person program and community engagement requirements

Additional Requirements

- Must be legally authorized to work in the United States (no visa sponsorship provided)
- Local candidates only; relocation assistance not provided
- Ability to travel locally for meetings, outreach, and program activities
- Must be able to attend regular team meetings and community events

Equal Opportunity Statement

Unkitawa is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.

Right to Work

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete required employment eligibility documentation upon hire.

Disclaimer

This job description does not state or imply that these are the only duties to be performed. Employees will be required to follow any job-related instructions and perform other duties as requested. This document does not create an employment contract and is subject to change.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents



will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.