



# SHANNON FRANCIS

Executive Director

## PROFILE

Shannon Francis, is a Hopi and Dineh from the Southwest homelands of Arizona and New Mexico. She is Towering House clan born for Red Running into the Water clan. Her Hopi clans are Massau', Bear Sand, and Snake Clan. Shannon comes from twelve generations of earth caretakers, ethnobotanists, and seed keepers. A certified Permaculture Design Instructor, Shannon weaves TEK Traditional Ecological Knowledge with innovative science. She loves to educate on caretaking of land, water, and soil resources; preserving Native heirloom GMO-free seeds, zero-waste philosophy, and how to live more harmoniously with nature.

Shannon is the Executive Director for Spirit of the Sun, Inc. in Denver. She co-created and led an Indigenous Permaculture Community Garden Project with the Four Winds American Indian Council. Shannon has received the Justin B. Willie humanitarian award (2014) on the Navajo Nation as well as the Cesar E. Chavez female leadership award (2015) for her work with Indigenous gardening, food justice, and community building projects. Shannon co-created the Indigenous agricultural project at Woodbine Ecology Center. She taught Indigenous gardening workshops Native communities at the Denver Indian Center. She has presented at the Front Range Bioneers, the Star School, Indigenous Farming Conference White Earth, MN, Dartmouth College, Haskell Indian Nations College, and at the Fort Lewis College AISES Conference. Shannon has six wonderful children and three amazing grandchildren that are her inspiration to make this a better world for all future generations to come.

## CONTACT

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## SKILLS

- Excellent verbal and written communication skills
- Self-motivated, mindfully driven to help communities and to work respectfully with Indigenous youth and elders.
- Socially outgoing, assertive, verbal, culturally sensitive, and highly community-oriented.

## WORK EXPERIENCE

### **Spirit of the Sun, Inc. | Executive Director**

September 2016–Present

- Management of the AmeriCorps VISTA program includes: outreach and MOA development with potential new partner sites serving Native American communities; recruiting, screening, and interviewing VISTA candidates; coordinating communication with VISTAs, site supervisors, and the Colorado VISTA State Office; traveling to on-site visits to VISTA service locations; collecting and analyzing data; completing grant reporting; completing continuation grant applications and program financial management; and other related tasks as required.
- Management of the Urban Native Entrepreneurial Training program which included: updating and redesigning program activities; coordinating with program trainers and speakers; arranging for program host locations and other logistics; editing and arranging training materials; developing and distributing surveys and other evaluation materials; organizing outreach and advertising; managing participant registration; completing grant reporting; completing continuation grant applications; program financial management; and other related tasks.
- Development of new programming includes: organizing and conducting focus groups, surveys, and other data-gathering opportunities among Native youth in the greater Denver area; researching and synthesizing data on Native youth and their needs, interests, and existing programs and best practices; collaborating with local partner organizations; developing and piloting new programs; evaluating and improving programs on an ongoing basis; applying for funding to support programming, and running food share to meet community needs.
- Directed and organized weekly food share efforts to meet Native community needs, promoting Indigenous food sovereignty and security by providing our relatives healthy food to eat through pick up and delivery services for Elders

### **Energy Outreach Colorado | Crisis Intervention Program Assistant**

2015–2016

- All Invoicing, rebate tracking and measure submissions, working with Program Managers assisting with multiple low income assistance programs, Nonprofit Energy Efficiency Program (NEEP), the Multi-Family and Single Family Program funded through the State of Colorado and the Denver Office of Strategic Planning.
- Worked with Deputy Director for Multi-Family, and NEEP budgets for monthly billing and expense certification.
- Managed several database programs LEAP clients for CIP Program, insurance compliance and setting up new contractors, I-9/W-9, budget tracking & spreadsheet development. Assisted Director of Administrative Services with preparation for Year End Audit.
- Troubleshoot communication issues between LEAP clients and contractors

### **DPS Indian Education Program | Cultural Support Coordinator PT**

2014–2015

- Worked with K-5 Grades at Brown International Academy, providing academic, emotional and cultural support for Native American/American Indian Students.
- Assisted with activities including tutoring with homework, arts and crafts, reading and writing, games, gardening club, and learning about Native culture life.

### **Denver Indian Family Resource Center | Consultant PT**

2012–2015

- Assist and work closely with Healthy Living Program Supervisor and staff with Indigenous Permaculture Garden project, implement permaculture garden curriculum and provide hands on workshop facilitation to staff, volunteers and the broader community, create garden, event and workshop calendars, assist with acquiring workshop materials, and lead volunteer hands on workshops

- Proficient with Microsoft Office Suite (Word, Excel, PPT, Publisher), Google Suite, MS Outlook, MS Time Tracker scheduling software, Sage Software/MIP, QuickBooks, JD Edwards, PeopleSoft, Great Plains Dynamics, Peachtree, ADP/EZ Labor, EV5, Kronos, Quicken, ATX tax accounting software, Paychex, AMS/ATF
  - Fourteen years of experience in G/L accounting, payroll, AP/AR and collections. Fifteen years of experience with data entry and database reports
  - Experience with official letter writing and other correspondence, appointment setting, scheduling, file maintenance and excellent customer service
  - Experience with 10-key by touch at 12,500 KSPM, typing speed of 70WPM. Diverse and adaptable experience with various facsimiles, switchboards, copiers, and scanners
  - Expert in social media: email, Facebook, Zoom, Twitter, WordPress blogs, Skype. Extensive experience providing media support to diverse communities and organizations
  - Exhibits excellent Customer Service etiquette to staff, clients, and vendors
- Certified training and experience in Indigenous permaculture design, sustainable agriculture, and ecology

## EDUCATION

University of Colorado, Boulder  
1990

AIMS Community College  
1992-1994

## CERTIFICATIONS

Central Rocky Mountain Permaculture Institute

Urban Civic Ecology Instructor, Cornell University

## HOBBIES

Archery  
Arts and crafts  
Camping/Outdoors  
Reading  
Gardening

- Instill sustainable healthy living practices through garden agriculture curriculum, teaching staff, volunteers and community members how to grow healthy foods that will address diabetes and cancer prevention, instilling youth with native plant knowledge and seedling identification, earth stewardship utilizing TEK Traditional Ecological Knowledge and innovative science

### Denver Indian Center, Inc. | Community Garden Coordinator PT 2009–2014

- Manage Indigenous Community Garden project, garden area maintenance, caretaking of garden beds, small greenhouse, courtyard area container gardens and flower beds, and annual, biennial, perennial vegetable and flower plants.
- Practicing Indigenous Permaculture design and agricultural no till methods, pesticide free and GMO-free native heirloom seeds. Community youth and elder engagement, assist with organizational partnering through networking, and manage DICI Facebook page media tools to post updates, workshops and events for Indigenous garden.
- Promote healthy sustainable practices utilizing zero waste philosophy
- Manage volunteer work crews and recruitment, organize garden activities for work days.

### Native American AIDS Prevention Center | Executive Assistant 2011–2014

- Manage heavy accounts payable, coding, data entry, and maintain customer vendor relations and bank reconciliations. Preparation for annual audit, A/R, deposits, preparation of financials for quarterly board meetings.
- Process 1099's and W9's compliance Process payroll, track and post vacation, sick and PTO accruals Reconcile all travel and credit card expenses, troubleshoot general IT server issues staff, official letter correspondence.
- Assist staff with NNAAPC information booth events and logistics for HIV workshops, assist in benefits management, File and other general office administration.

## BOARD SERVICE & LEADERSHIP EXPERIENCE

Chair, Four Winds American Indian Council 2015-2020

- Fundraising and Development, Financial reporting, Partner program and organizational development

Chair, Four Winds American Indian Council 2007-2009

- Provided decision-making on key programs and projects related to fundraising Recruited volunteers to help with landscaping project

Board Member Denver Indian Center 2014-2015

- Leading Indigenous Permaculture Garden project, assisting with the development of diverse elder and youth programming

Board Member, People's Leadership Council 2009-2012

- Provided decision-making on mission of grassroots organization for homeless people Supported grassroots initiatives through media outreach and networking

Treasurer, North American Legal Services 2006-2010

- Assisted with administrative, bookkeeping, and year-end financial reporting Provided additional support for online grant research and filing of grant applications Helped with fundraising events, volunteered at organization's informational booth

Secretary, Dineh of Denver 2007-2009

- Helped guide mission statement, by-laws, and articles of incorporation

