



NATIVE AMERICAN RIGHTS FUND

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Project Coordinator
REPORTS TO: The Implementation Project
FLSA STATUS: Non-Exempt (full-time, termed)
CLOSING DATE: Open until filled
LOCATION: Boulder, Colorado

SUMMARY:

The Project Coordinator fulfills a range of administrative, planning, and support duties for The Implementation Project (TIP). TIP is a joint initiative of NARF and the University of Colorado School of Law to advance education and advocacy regarding the UN Declaration on the Rights of Indigenous Peoples.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assist with TIP's tribal, international, national, local, and regional conferences, educational events, virtual trainings, and webinars, including hosting virtual events (via various platforms) and handling related technological issues; assisting with onsite event logistics, including coordination of hotels and meals, participant registration, audio visual needs, onsite set-up, and distribution of event materials; and preparing the initial draft of the post-event report.
2. Assist in coordination and scheduling of meetings/trainings, including agenda development, sending out meeting invitations and reminders, distribution of materials, hosting virtual meetings (via Teams or Zoom), handling related technological issues, and preparation of meeting minutes.
3. Assist with travel coordination and booking, including completion of travel request forms and travel expense reports, coordinating necessary approvals from NARF management and the NARF Accounting Department, and ensuring that all travel is in accordance with project budget line items.
4. Assist with TIP media and publicity, including assisting in drafting blog posts, news articles, event fliers, and mass emails (e.g., via Mailchimp), maintaining TIP mailing list, and serving as a key point person with the NARF Communications Department.
5. Assist with updates to TIP website.
6. Monitor TIP email address and coordinate responses to emails received.
7. Assist with drafting, editing, and formatting for TIP publications and other documents, PowerPoint presentations, brochures, participant surveys, and other written materials for use in TIP's activities

including conferences, workshops, speaking engagements, and advocacy efforts at the tribal, international, national, state, and local levels.

8. Assist with organization of documentation via NetDocs, Google Drive, Dropbox, and hard copy files.
9. Coordinate with vendors to secure printing of publications, documents, and promotional materials, and handle shipment of materials to workshop locations and other venues as needed.
10. Assist with budget preparation, financial reports, grant applications, and reports to funders.
11. Conduct research projects as needed.

SUPERVISORY DUTIES: None

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's degree or other advanced degree.
- Ability to organize and prioritize a high volume of information and effectively produce a successful outcome, to work on short deadlines, when necessary, to read and write professional correspondence, and to resolve routine practical problems with minimal oversight.
- Ability to quickly adjust to shifting timelines and priorities as the needs of the Project evolve, to demonstrate leadership skills, think creatively, and take responsibility.
- Familiarity with the technical language of law and human rights, or ability to quickly develop such familiarity.
- Proficient in a wide range of computer programs such as Microsoft Word, Outlook, Excel, Adobe Acrobat, WordPress, and others. Proficient in social media applications (Facebook, Twitter, etc.) and virtual meeting platforms (e.g., Zoom and Teams).
- Demonstrate professionalism in all Project events, meetings, and other public interactions.
- Availability for travel, including possible international travel.

PREFERRED QUALIFICATIONS

- Experience in coordinating or organizing a project, grant, or community event.
- Familiarity with development of training materials. Familiarity with basic graphic art and design principles.
- Familiarity with coordinating, hosting, and working in virtual settings. Experience in onsite event coordination.
- Previous experience working with a tribal organization or Tribe; background in American Indian Studies or American Indian legal research; experience with Native American or other Indigenous communities and cultures.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

SALARY & BENEFITS: This is a full-time, non-exempt, termed position (1-year). Salary is \$70,000 per year. Generous benefits package includes vacation leave, health, dental and vision insurance, and paid time off including sick leave and medical/disability leave. Additionally, there is employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

APPLICATION PROCEDURE: Submit via email a cover letter, complete resume, and three professional references to jobs@narf.org