



NATIVE AMERICAN RIGHTS FUND

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Executive Assistant & Board Liaison
REPORTS TO: Executive Director
FLSA STATUS: Non-Exempt (full-time)
CLOSING DATE: Open until filled
LOCATION: Boulder, Colorado

SUMMARY: Performs a wide variety of high level administrative and logistical management functions to support the Executive Director and the Board of Directors. Responsible for scheduling and planning regular and special meetings, confirms appointments, arranges for meeting rooms or facilities, makes and confirms travel plans. Prepares agendas or presentations, attends meetings and takes, transcribes, and distributes notes or minutes. Prepares and submits expense reports. This position requires exceptional organizational skills, discretion in handling sensitive information, experience interfacing with high level external community members and stakeholders, and the ability to effectively manage multiple priorities simultaneously.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive administrative support to the Executive Director, including calendars, scheduling appointments, and screening phone calls. May additionally be asked to assist with general travel coordination and bookings, including completion of travel expense reports.
2. Assist in coordination and scheduling of meetings, including agenda development, sending out meeting invitations and reminders, distribution of materials, hosting virtual meetings (via Teams or Zoom), and coordinating with IT to handle technological related issues.
3. Assist the Executive Director with finalizing letters with the Executive Director's signature, ensuring that the letter is going to the correct location and is printed on the proper letterhead and paper.
4. Assist the Executive Director with the organization of documentation via NetDocs, SharePoint, and hard copy files.
5. Serves as the Corporate Secretary for NARF. Attends all Corporate Officers, Board of Directors, and Executive Committee meetings, which may require occasional travel. Responsible for keeping an accurate record of the proceedings of all meetings of the Board of Directors and Corporate Officers meetings. In general, performs all duties customary to the office of Corporate Secretary.
6. Serves as the primary liaison between the Board of Directors and NARF for all communications, including sharing of meeting minutes, communicating meeting plans, ensuring completion of

annual conflict of interest disclosures, and tracking all virtual votes that are required from the Board. Coordinates and executes the dissemination of relevant materials to members of the Board of Directors.

7. Organizes and coordinates all Corporate Officers, Board of Directors, and Executive Committee meetings, including preparing agendas, booking meeting and event space, handling all aspects related to securing accommodations for traveling staff and board members, booking all catered meals, and handling all aspects of the Board Dinner.
8. Arrange and coordinate travel plans for the Board of Directors, including the coordination of flight bookings, accommodations, and transportation. Submit reimbursements on behalf of Board Members.
9. Oversee the four times a year Board Book compilation process from start to finish, including developing the preparation timeline, requesting appropriate documents from each reporting department or individual, ensuring the draft review process is completed, and printing, binding, and distributing the Board Book within the required timeframe.
10. Assists with special projects and initiatives as needed, including research, data analysis, and report preparation.
11. Handles requests from external organizations or community members who would like to reserve NARF conference rooms or the community room.

SUPERVISORY DUTIES: None.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's degree and proven experience (3+ years) as an executive assistant or in a similar role, preferably in a legal or nonprofit environment.
2. Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines.
3. Ability to maintain confidentiality and handle sensitive information with discretion
4. Exceptional written and verbal communication skills, with a keen attention to detail.
5. Adaptability and willingness to take on new challenges in a fast-paced environment. Strategic thinker with the ability to anticipate needs and act independently.
6. Proficiency in using technology and office software applications.
7. Event planning or event management experience.
8. Ability to retrieve and distribute files, written documents, or office supplies weighing up to 20 pounds and ability to retrieve and replace objects from shelves of up to 6 feet high.
9. Ability to transcribe meeting minutes and format into a comprehensive document.
10. Ability to travel occasionally or work evening events.

KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:

Experience with and knowledge of Native American communities, culture, and history.

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: Salary range is \$72,085 to \$91,215 per year. This salary range is based on one (1) to ten plus (10+) years of experience in the Denver Metro market. Actual salary will depend on years of experience and qualifications. 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