



NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

- Position:** Legal/Executive Assistant, or Paralegal
- Location:** Native American Rights Fund (NARF)
Boulder, Colorado
- Closing Date:** Open until filled with interviews starting in October
- Description:** The Native American Rights Fund is a non-profit national Indian legal services organization representing Indian tribes, organizations, and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska. NARF is looking for an experienced, multi-talented professional to be responsible for administrative and legal support at the Boulder office. Due to COVID-19, remote work may be required.
- Qualifications:** Required Qualifications: Bachelor's degree and two to four years of experience or equivalent combination of education and experience providing administrative and/or legal support to a busy office using Microsoft Office. Ability to build collaborative relationships, meet deadlines, handle multiple priorities, work as part of a team, understand and follow directions, be detail oriented, have excellent oral and written communications skills, require minimal supervision, and possess a client orientation. A general understanding of legal practices is helpful but not required. Certified paralegal with litigation experience a plus. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. NARF is an Equal Opportunity Employer.
- Salary & Benefits:** Salary is highly competitive, plus generous health and vacation benefits.
- Application Procedure:** Submit by email: a cover letter, complete resume and three professional references to: Ron Mack, Native American Rights Fund, rmack@narf.org.