



NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Project Coordinator
REPORTS TO: NARF Co-Lead for The Implementation Project
FLSA STATUS: Non-Exempt (part-time, termed)
CLOSING DATE: Open until filled, with interviews beginning early September
LOCATION: Boulder, Colorado

SUMMARY:

The Implementation Project 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. For more information, see <https://un-declaration.narf.org/>. The Project Coordinator fulfills a range of administrative and support duties for The Implementation Project. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assist in coordination of project meetings and scheduling, 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.
2. Assist with media and publicity, including assisting in drafting blog posts, news articles, and event fliers, and serving as a key point person with the NARF Communications Department.
3. Assist with updates to project website.
4. Monitor project email address and coordinate responses to emails received.
5. Assist with drafting, editing, and formatting project publications and other documents, PowerPoint presentations, brochures, participant surveys, and other written materials for use in project activities including conferences, workshops, speaking engagements, and advocacy efforts at the tribal, international, national, state, and local levels.
6. Assist with organization of project documentation via Worldox, Google Docs, Dropbox, and hard copy files.

7. Coordinate with vendors to secure printing of project publications, documents, and promotional materials, and handle shipment of materials to workshop locations and other venues as needed.
8. Assist with 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.
9. 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.
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:

1. Bachelor's degree or other advanced degree.
2. 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.
3. 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).
4. Ability to travel, including possible international travel.

PREFERRED QUALIFICATIONS

1. Minimum of three (3) years of administrative experience.
2. Experience in coordinating or organizing a project, grant, or community event.
3. Familiarity with development of training materials. Familiarity with basic graphic art and design principles.
4. Familiarity with coordinating, hosting, and working in virtual settings. Experience in onsite

event coordination.

5. Previous experience working with a tribal organization or Tribe; background in American Indian Studies, American Indian legal research, and/or international human rights; 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 AND BENEFITS: This a part-time, termed (2-year) position. The successful candidate will work 20-25 hours/week on a regular schedule to be determined during the hiring process. Salary is \$30 per hour. This position is not eligible for benefits.

APPLICATION PROCEDURE: Submit via email a cover letter, complete resume, and three references to:

Sarah Palacios
Director of Human Resources and Office Administration
Native American Rights Fund
Palacios@narf.org

Applications will be considered on a rolling basis, beginning **September 1, 2022**.