March 9, 2021—JOB ANNOUNCEMENT for Full-Time PROGRAM COORDINATOR

Do you have a demonstrated commitment to social justice for Native American communities? Come work for the only national Native coalition focused on truth, healing, and justice for Indian boarding school impacts. We’re seeking a dynamic, experienced Program Coordinator for our boarding school healing efforts in the U.S.

The Program Coordinator is an administrative professional specialized in managing, coordinating, and overseeing of planning, implementing, marketing, and evaluating different administrative level tasks to support programs and projects. They will coordinate work with all levels of staff at the organization. Must be able to multi-task, thrive in a fast-paced work environment, and connect to the work with cultural sensitivity. The ideal candidate is the ultimate professional liaison, has an acute attention to detail, and ability to discern how their daily tasks impact the team and organization as a whole in order to bridge the gap between micro and macro perspectives on projects.

Currently, NABS’s office is closed as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. For the time being, this position will primarily be remote, though some occasional in-person time may be required at our office in Minneapolis. **When the NABS office fully reopens, this position will be in-person in the office and will abide by NABS’s COVID-19 Safety Policy based on CDC guidelines.**

**About Us**

The National Native American Boarding School Healing Coalition (NABS) is a 501(c)3 non-profit organization, incorporated in June 2012 under the laws of the Navajo Nation.

**VISION**

Indigenous cultural sovereignty.

**MISSION**

To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.

NABS as an organization was conceptualized at a grassroots level during a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission and boarding school survivors and descendants across the U.S. The Native American Rights Fund was our fiscal sponsor from 2012-2015. In 2019, we completed a 10-year strategic plan for 2020-2030. Currently, our programs are focused on education, advocacy, and healing. We hold the only national conference on boarding school healing in the country. With a staff of five going on seven and a board that is 100% Native American, the Coalition membership is comprised of over 200 Native and non-Native individuals, Tribes, and Native and non-Native organizations committed to boarding school healing. Visit [www.boardingschoolhealing.org](http://www.boardingschoolhealing.org) for more information about our programs, staff, and outreach.

**Full-Time Position of Program Coordinator**

**Job Description**

The Program Coordinator will report to the Director of Research and Programs and will support various aspects of NABS’s programs and outreach. The Program Coordinator will coordinate with staff, researchers, and other experts in trauma, healing, and community partners to further NABS’s programmatic work. The Program Coordinator may also work directly with NABS’s CEO, Director of Public Relations, or Director of Digital Archives to
support certain projects. They will use their communication, organization, and coordination skills to help NABS staff produce impactful project deliverables and will effectively help to accomplish the Coalition’s mission through their contributions.

**Job Duties:**

- Communicate and liaise with team members to ensure maximum efficiency
- Support CEO, Director of Research and Programs, Director of Public Relations, and Director of Digital Archives with planning, coordinating, and implementing various programs and activities
- Assist with programmatic budget tracking, expense reports, and financial administration
- Provide synthesis/summaries of research, follow up on research leads, and conduct data entry
- Assist and support the maintenance of research databases
- Help build positive relations within the team and external parties
- Coordinate with speakers, panelists, and presenters in gathering bio’s, photographs, contact information, and other technical information for NABS’s annual conference, webinars, and other events
- Schedule meetings between staff and external partners/stakeholders and compose meeting minutes
- Ensure implementation of policies and practices and manage programmatic records
- Other miscellaneous administrative tasks such as creating letters, reports, power points, proofreading, booking travel, and answering general inquiries
- Clerical tasks: filing, copying, collating, assisting with mailings, ordering supplies, answering the phone, etc.

**Qualifications**

- Minimum 5 years administrative experience and proven success at professional-level functioning
- Minimum of four-year college degree in business administration or work equivalent
- Demonstrated professional writing and communication skills (we may ask for writing samples)
- Familiarity with and work experience in Native American communities (we may ask for references)
- Excellent self-awareness, interpersonal skills, and emotional intelligence
- Knowledge of the American Indian and Alaskan Native boarding school history, legacy, and impacts
- In-depth knowledge of program management and development procedures (non-profit experience)
- Advanced level skills in Microsoft Word, Excel, PowerPoint, and Adobe Professional (may be tested)
- Must pay ultimate attention to detail and be able to work on self-directed basis with minimal direction
- Be willing to work some nights and weekends as needed, as well as travel 10-20% around events

Great position for someone who wants the opportunity for meaningful work in Indian Country with ample opportunity for learning and growth. 90-day probationary period will apply for the selected candidate. Salary range of $45,000—$60,000 with, PTO, health benefits, and 401(k) match. Salary will be commensurate with experience. NABS is an Equal Opportunity Employer.

**Application Process**

All applications will be received via email. No phone calls or snail mail.

Applications must include the following all in one PDF file:

- Cover letter
- Resume
- Salary history
- Three professional references w/ email and phone number

E-mail applications to:

jblevins@nabshc.org

Subject Line: LAST NAME, Program Coordinator Application

Application deadline is SUNDAY, April 18, 2021 at 11:59 p.m., CT