March 9, 2021—JOB ANNOUNCEMENT for Full-Time COMMUNICATIONS OFFICER

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 history, legacy, and impacts. We’re seeking a dynamic, experienced Communications Officer for our boarding school healing efforts in the U.S.

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. Our VISION is “Indigenous cultural sovereignty” and our MISSION is “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 Communications Officer

**Job Description**

The National Native American Boarding School Healing Coalition seeks an agile, tech-savvy, and thoughtful communications professional who is looking to join a dynamic, mission-driven organization as its Communications Officer. In this role, you will have the opportunity to take ownership of your work, learn, and grow, working collaboratively as part of a small communications team including staff and strategic communication partners. You will help the team develop and implement strategies that advance NABS’s long term goals, including: articulating the mission of the organization and coalition; raising the visibility of the coalition and all of its initiatives; educating key audiences such as NABS’s member base, supporters, networks of supporting organizations, and other vital stakeholders about the history and legacy of Indian boarding schools; and establishing the coalition as a primary source of information related to Indian boarding schools. The Communications Officer reports to the Director of Public Relations and provides strategic communications guidance to the entire organization.

**Responsibilities**

- Collaborate with Director of Public Relations and communications team to conceptualize and implement communications strategies and campaigns.
- **Curator:** Create and edit marketing and communications materials such as press releases, website content, blog posts, annual reports, social media content, and other marketing material that effectively communicates NABS’s programs, activities, events, and messages.
• Work with communications team to develop and execute social media content and targeted campaigns.
• Utilize and manage analytical tools of digital platforms, including website, email, and social media, to development reports and forecast outreach opportunities.
• Create reports detailing effectiveness of communications campaigns.
• Respond to media inquiries and perform media outreach to increase placement and appearances.
• Ensure that all communications and marketing material aligns with brand standards.
• Maintain digital media assets and archives, including photos and videos.
• Support all outreach activities, including the management of contact lists and calendars.
• Coordinate the production of NABS’s Healing Voices blog, digital story collection, and print publication.
• Develop, publish, and schedule all communications related to NABS events.
• Coordinate all print and mail schedules.
• Graphic design creation and/or review.
• Keep website updated and fresh.
• Other duties as assigned.

Qualifications
• Minimum of bachelor’s degree in communications, marketing, pr, journalism, or related field.
• Minimum five years prior experience in a communications or marketing role.
• Ability to think strategically and identify ways to improve communication efforts.
• Understanding of how to use and adapt digital technologies to increase the scale and impact of work.
• Exceptional verbal and writing skills (we may ask for writing samples).
• Proven ability to create engaging and accurate content (we may ask for samples).
• Knowledge of Adobe Photoshop, InDesign, and Illustrator is an asset.
• 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)
• Understanding of communications, public relations, and marketing best practices.
• Superior time management skills and the ability to advance multiple projects simultaneously.
• Must be resourceful, proactive, and work well with a team and independently.
• 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 $50,000—$65,000 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, Communications Officer

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