JOB DESCRIPTION FOR MULTIMEDIA SPECIALIST

NABS is the only national Native coalition focused on truth, healing, and justice for Indian boarding school history, legacy, and impacts. Our team demonstrates commitment to social justice for Native American communities and for boarding school healing efforts in the U.S.

About Us
The National Native American Boarding School Healing Coalition (NABS) is a growing and impactful 501(c)3 non-profit organization committed to truth, healing, and justice for Indigenous communities. 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 growing staff and a board that is 100% Native American, the Coalition membership is comprised of over 350 Native and non-Native individuals, Tribes, and Native and non-Native organizations committed to boarding school healing. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

Position Description
The Multimedia Specialist will report to the Director of Public Affairs and works in a collaborative environment to enhance both NABS’s external and internal communications, create and administer graphic design for brand cohesion and management, and provide technical and creative assistance to the NABS team. The Multimedia Specialist leads efforts to diversify and expand organizational branding and plays an integral role in the strategic design and creation of NABS’s multimedia-based resources. This is a high-visibility, high-accountability position in a fast-paced environment that will lead design and technical solutions for all types of audiences.

What You Will Do
The primary duties of the Multimedia Specialist include, but are not limited to:

- Leading the conceptualization, development, production, and completion of high-impact materials that advance NABS’s mission.
- Collaborating on a long-term strategic visual communication plan to create coherent experiences for audiences throughout the evolution of NABS.
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- Contributing hands-on design work to execute an aggressive content calendar.
- Working with the staff and external contractors to ensure visual communication and brand standards are met across a variety of media platforms, including graphic design, video
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Job Type: Full-Time, Exempt
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Editing, audio editing, photography, social media management, virtual event production, and podcast production.

- Planning and leading the development of NABS’s advertisements.
- Leading brand campaigns, including submitting ideas for projects and overseeing the development of all multimedia creative content.
- Working with the Director of Public Affairs, executives and other creative leaders to set project deadlines and content goals.
- Presenting project information, including deadlines and budgets, to executives, staff and other stakeholders.
- Managing multimedia creative budget and contracts.
- Traveling is at times required.
- Performing other duties as assigned.

What You Will Bring

- A proven track record of designing and implementing creative multimedia projects in a mission driven environment.
- A bachelor’s degree or equivalent in related field required.
- Excellent verbal and visual communication skills, with the ability to explain complicated concepts using clear and concise solutions.
- Detail oriented and extremely organized with an ability to multitask, prioritize and meet deadlines in a fast-paced environment.
- Leadership and the soft skills to effectively communicate and collaborate with a staff team.
- Analytical and problem-solving skills
- Ability to empathize with community and team members
- Knowledge of and ability to articulate American Indian and Alaskan Native Boarding School history, legacy, and impacts of the schools on Native Americans today.
- Ability to manage projects and budget constraints.
- Five or more years of experience in leading multimedia-based resources (e.g., videos, audio podcasts, etc.).
- Five or more years of experience leading a creative team of graphic designers producing print- and digital/virtual based graphics, publications, and other materials.
- Advanced proficiency in Adobe Creative Suite including, but not limited to: Photoshop, InDesign, Acrobat, Premiere/Pro, Illustrator, etc.
- Experience with or willing to learn Salesforce database management
- Self-starter with strong interpersonal skills and good judgment with the ability to work alone or as part of a team.
- Flexibility to incorporate feedback and offer advice to better reflect organization’s needs.
- Commitment to social change and justice for boarding school survivors and
descendants.

Compensation, Benefits and Work Environment
Compensation is commensurate with experience. Benefits include health, dental, life and disability insurance, and a 401(k) match up to 4% of salary. NABS is an Equal Opportunity Employer.

Currently, NABS is following a hybrid model with staff significantly working from home as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. This position will be in-person at our office in Minneapolis and travel to other locations will be occasionally necessary.

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

Applications must include the following all in one PDF or Word file:

- Cover letter
- Resume/Curriculum Vitae
- Portfolio of design work
- Salary history
- Three professional references w/email and phone number

E-mail applications to: jblevins@nabshc.org

Subject Line: Last Name, Multimedia Specialist

The position is open until filled.
Interested candidates are encouraged to apply at their earliest opportunity.