JOB DESCRIPTION FOR PROGRAM AND OPERATIONS COORDINATOR

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 Program and Operations Coordinator is an organizational professional specialized in managing a variety of administrative and relational tasks that facilitate the effectiveness of the NABS staff team. The Program and Operations Coordinator coordinates administrative workflow among all staff and helps build positive relations with internal and external stakeholders.

The Program and Operations Coordinator reports to the Director of Operations and will support various aspects of NABS’s programs and administration. 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.

What You Will Do:
The Program and Operations Coordinator
- Assists with the management of daily operational activities.
- Communicates and liaises with team members to ensure timely responsiveness by reading and routing correspondence, drafting letters and documents, preparing reports, proofreading, collecting and analyzing information, and initiating telecommunications.
- Manages the NABS general email account and main phoneline, responds accordingly, and connects external inquiries to appropriate staff.
- Assists the NABS team with annual action planning and manages the staff annual calendar for project management.
- Contributes as a member of a staff team to grant management and development of the annual grant.
• Coordinates the scheduling of speaking engagements by vetting external inquiries and handling related logistics.
• Welcomes guests by greeting them, in person or on the telephone, and answering or directing inquiries.
• Assists with staff travel and event organization.
• Provides historical reference by developing and maintaining filing and retrieval systems and recording (in writing) meeting discussions.
• Assists with the annual mailing and related stakeholder lists utilizing NABS’s Salesforce community relations management software.
• Prepares and maintains operations documents and reports.
• May be required to travel on occasion for NABS-hosted events and community participation.

What You Will Bring
• Ability to bring joy to the work, and passion for people, relationship building, and the power of our mission.
• Bachelor’s degree (or equivalent work experience) in nonprofit management, business, or related field.
• Proven success with 5 years in nonprofit administration and professional-level functioning.
• Demonstrated ability to work collaboratively with other staff and organizations, groups, and individuals across a diversity of sectors.
• Experience coordinating events down to the smallest details of execution.
• Exceptional communication skills, including writing, speaking, and listening.
• Familiarity with and work experience in Native American communities.
• Excellent self-awareness, interpersonal skills, and emotional intelligence.
• Knowledge of the American Indian and Alaskan Native boarding school history, legacy, and impacts.
• Advanced level skills in Microsoft Word, Excel, PowerPoint, and Adobe Professional.
• Skilled at project management and coordination with a staff team.
• Must pay ultimate attention to detail and be able to work on a self-directed basis with minimal direction.
• Experience with data tracking and database management, working in Salesforce or willing to learn.
• 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 may 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
- Salary history
- Three professional references w/email and phone number

E-mail applications to:
jblevins@nabshc.org

Subject Line: Last Name, Coordinator Position

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