



**The National Native American
Boarding School Healing Coalition**

Title: Program Manager

Job Type: Full-Time, Exempt

Location: Minneapolis, MN

February 9, 2018—JOB ANNOUNCEMENT for Full-Time PROGRAM MANAGER

Do you have a demonstrated commitment to the health and well-being of Tribal Nations and Native communities? Come work for the only national Native coalition focused on healing our families and tribal communities from the historical trauma created by U.S. Indian boarding schools. We're seeking a dynamic experienced program manager for our boarding school healing efforts in the U.S.

About Us

Organizational Structure

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. NABS was conceptualized at a grassroots level at a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission. The Native American Rights Fund was our fiscal sponsor from 2012-2015. Today, we are a staff of 2 and a board of 9 with over 100 coalition members composed of Native and Non-Native individuals and organizations committed to boarding school healing.

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.

Current Programs

NABS currently manages several programs. Following are some of our current programmatic activities:

- **Education** – Research and analysis of U.S. boarding school records and impacts; curation and administration of online resource database; creation and dissemination of online and print resources highlighting truth, justice, and healing for boarding school impacts in the U.S.
- **Advocacy** – Partnership with tribal governments to advocate truth-telling and acknowledgement from churches and federal/state governments about boarding schools; UN Filing on children who went missing at boarding schools (partnering with NARF and IITC); support for repatriation of remains from boarding school cemeteries.
- **Healing** – Healing Voices story collection to help raise awareness about boarding school impacts and highlight stories of hope and resiliency; boarding school healing gatherings, presentations, and conferences; ongoing partnership with Native communities and national partners for healing efforts.

Visit www.boardingschoolhealing.org for more information.

Full-Time Position of Program Manager

Job Description

The Program Manager will report directly to the Executive Officer and assist with all aspects of running programs (research, tribal engagement, member engagement, et al), development, and communications for NABS' mission work. NABS' Program Manager will engage in communication and collaboration with coalition members, tribal governments, and other Native American groups and organizations, various federal agencies and government



officials, various church denominations, researchers and other experts in trauma, healing, and community relations. The Program Manager will use their proficiency in verbal and written communication, as well as familiarity with media of all sorts, to produce program materials and effectively accomplish the Coalition's mission.

Qualifications

Must Have:

- 5-7 years' experience working with Tribal communities and/or at a Native American organization.
- 5-7 years' experience working in the non-profit sector and understanding of non-profit management.
- Post-graduate degree (or equivalent work experience)—specifically, experience with academic and/or professional research related to Native American issues.
- Evidence of success (e.g., project samples and references) with a broad range of communication to include cross-sector and cross-cultural engagement.
- Knowledge of and ability to articulate American Indian and Alaskan Native Boarding School history and legacy and impacts of the schools on Native Americans today.
- Proficient computer skills, mastery of MS Office and basic Adobe software, thorough attention to detail, and ability to work on self-directed basis.
- Must be available to work occasional nights and weekends and travel 15-40% of the time, depending on programmatic activities at various times of the year.

Nice to Have:

- PhD or EdD related to Native American issues as well as published scholarly articles, etc.
- Experience working in Salesforce.
- Experience with non-profit finance, grant writing, and reporting.
- Experience with inputting into QuickBooks or willing to learn.

Job Duties

- Work closely with Executive Officer and contractors for the planning, executing, and reporting of various programmatic activities (see "Current Programs" section).
- Facilitate Tribal and membership engagement, community outreach, meetings, conferences, and events.
- Assist with NABS communication activities such as writing social media posts, blogs, and publications, conducting webinars, speaking engagements, et al.
- Budget, track, and report programmatic and development revenue and expenses.

Great position for someone who wants the opportunity for meaningful work in Indian Country with ample opportunity for promotion and career growth. 90-day probationary period will apply for the successful candidate. Salary range of **\$50,000—\$70,000 with, PTO, full benefits, and 401(k)**. Salary will be commensurate with experience.

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/Curriculum Vitae
- Salary history and requirements
- Three professional references w/ email and phone number

E-mail applications to:
cmccleave@nabshc.org

Subject Line: LAST NAME,
Program Manager Application

Application deadline is
FRIDAY, March 16, 2018
at 11:59 p.m., CDT