



The National Native American Boarding School Healing Coalition

Title: Program Coordinator
Job Type: Full-Time, Exempt
Location: Minneapolis, MN

June 1, 2019—JOB ANNOUNCEMENT for Full-Time PROGRAM COORDINATOR

Do you have a demonstrated commitment to indigenous-led healing and education? Come work for the only national Native coalition focused on truth telling, advocacy, and research about Indian boarding school history. We're seeking a dynamic experienced Program Coordinator 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 as an organization 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 and development of digital archive; creation and dissemination of online and print resources and academic articles 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 in partnership with tribes and Native orgs; support for repatriation of remains from boarding school cemeteries.
- **Healing** – Healing Voices digital 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 Coordinator

Job Description

The full-time Program Coordinator will report directly to the Director of Research and Programs and provide support to Executive Director and Director of Research and Programs with all aspects of running operations, programs, development, and communications for NABS. The Program Coordinator will use effective communication to coordinate 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 to further NABS's programmatic work. The Program Coordinator will use their proficiency communication, networking, and writing skills to help NABS staff produce impactful project deliverables and will effectively help to accomplish the Coalition's mission through their contributions.

Duties will include the following:

- Administrative tasks such as creating letters, reports, power points, proofreading, booking travel, expense reporting, scheduling meetings, and answering general inquiries.
- Social media posts, administration, and tracking for Facebook, Twitter, Instagram, YouTube, etc.
- Synthesis of research and resources, and other tasks as assigned and as needed
- Membership engagement, community outreach, meetings, conferences, and events
- Travel coordination and assistance with light accounting and bookkeeping via expense reports, tracking, and financial administration
- Assistance with coordinating annual conference: planning, logistics, implementation, etc.
- Office clerical tasks such as filing, copying, collating, assisting with mailings, ordering supplies, answering the phone, etc.

Qualifications

- Minimum of four-year college degree or work equivalent
- Familiarity with and work experience in Native American communities
- Minimum 5 years work experience and proven success at professional-level functioning in a variety of contexts
- Knowledge of the American Indian and Alaskan Native Boarding School history and the legacy of the schools
- Advanced level skills in Microsoft Word, Excel, and PowerPoint
- Must be attentive to detail and able to work on self-directed basis
- Experience with Adobe Creative and/or Adobe Professional for light editing or willing to learn
- Experience with inputting into QuickBooks or willing to learn
- Some nights and weekends as needed, as well as potential for 10% travel

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 **\$35,000—\$50,000 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
- Three professional references w/ email and phone number

E-mail applications to:
cmccleave@nabshc.org

Subject Line: LAST NAME,
Program Coordinator Application

Application deadline is
FRIDAY, July 19, 2019
at 11:59 p.m., CDT