POSITION OVERVIEW
If you have a passion for Native storytelling, and want to make an impact on Native lives, we encourage you to apply for this position. The National Native American Boarding School Healing Coalition (NABS) is seeking an experienced Communications Officer to create communications content on behalf of the organization to internal and external stakeholders, including the coalition members, media and public. Reporting to the Communications Director and working closely with the CEO, the Communications Officer will be responsible for aligning content and messaging with NABS’s mission, developing and implementing communications strategies and plans, and ensuring brand consistency across channels. The Communications Officer will supervise the Digital Content Manager and ensure consistent messaging across all channels.

ABOUT US
The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 811 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

COMMUNICATIONS OFFICER
Key Responsibilities

- Collaborating with NABS leadership to conceptualize and implement communications strategies and campaigns.
- Overseeing the development of all written communications materials and outreach.
- Responding to media inquiries and conducting media outreach to increase placement and appearances.
• Preparing staff and partners for interviews.
• Managing media lists and relationships with reporters.
• Drafting and distributing media releases.
• Collaborating across teams to establish strategies and work plans regarding communications projects.
• Drafting and editing marketing and communications materials that effectively communicates NABS’s programs, activities, events, and messages.
• Drafting and editing talking points around projects and programs.
• Utilizing and managing tools and systems that allows for the communications team to work efficiently and effectively.
• Creating reports detailing effectiveness of communications campaigns.
• Assisting with the maintenance of digital media assets and archives, including photos and videos.
• Supporting outreach activities, including the management of contact lists in Salesforce and calendars.
• Developing, publishing, and scheduling all written communications related to NABS events in coordination with the communications team.
• Coordinating with vendors and contractors around the production of materials.
• Analyzing data and effectiveness of NABS’s communications activities and adjusting strategies accordingly.
• Staying up to date with industry trends and communications best practices.

WHAT YOU BRING
NABS is seeking candidates who are passionate about our mission, highly proactive, and bring a clear vision of how to use communications to support the work we do effectively. While no one candidate will embody all the qualifications below, our ideal candidate will bring:

Must-Haves:
• Minimum five years prior experience in a communications or marketing role with Native American communities.
• Knowledge of the Indian boarding school history, legacy, and impacts.
• Ability to think strategically and identify ways to improve communication efforts.
• Strong attention to detail and the ability to ensure consistency and quality across communications.
• Flexibility to give and receive feedback in a collaborative environment for communications to best reflect the organization’s needs.
• Exceptional verbal and writing skills.
• Strong time management skills and the ability to advance multiple projects simultaneously.

Nice-to-Haves:
• In-depth knowledge of program and budget management procedures (non-profit experience).
• Experience with project management tools and software.
• Current relationships with media outlets and reporters.
• Experience leading and supervising a communications team.
• Comfort with public speaking at events, conferences, and functions.
• Experience managing vendor and contractor relationships.
• Experience with contact relations management applications, such as Salesforce or similar.

To thrive in this role, candidates will bring innovation and new ideas. We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners and are collaboratively oriented, while being able to work independently. The ideal candidate will get satisfaction from helping and teaching others to learn about the power of communications to support the mission, are strategic thinkers, and who are strong project managers.

COMPENSATION AND BENEFITS
This position is salaried, commensurate with experience, ranging from $80,000 to $90,000. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn four weeks of paid time off each year and get paid winter break the last two weeks of December.

The successful candidate will work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

WORK ENVIRONMENT
• This position is 40 hours a week with heavy computer use
• Current staff are in Pacific, Central, and Eastern time zones, keeping 9 am to 5 pm hours in their respective time zones. Some flexibility required.
• This position is remote with occasional travel to Minneapolis, Minnesota, and national conferences covered by NABS, and Washington, DC.

HOW TO APPLY
Applications will be reviewed on a rolling basis, priority will be given to those applications received by Monday, July 10, 2023. Please send an email to Tony Nguyen at tony@movementtalent.org with “NABS Communications Officer” in the subject line. Applications must include the following in one PDF:
• Cover letter (no more than 1 page) answering the following questions:
  ○ Why are you interested in this position?
  ○ What values or lived experiences do you have that connect to our mission?
  ○ What is the best advice you’ve ever received?
• Resume or Curriculum Vitae
• Three work samples—include links and paragraph description of each sample
• Three professional references with titles, emails, phone numbers, and relationship

NABS is an Equal Opportunity Employer committed to a work environment free of all forms of
discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!