



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

**Title:** Executive Assistant

**Job Type:** Full-Time

**Salary:** \$50,000-\$60,000

**Location:** Tulalip, WA - Hybrid

**Deadline to Apply:** June 5, 2023

### **POSITION OVERVIEW**

The Executive Assistant supports the Chief Executive Officer and Deputy Chief Executive Officer, collectively the Executive Team, to advance our work. The ideal candidate is a proactive problem solver with exceptional communication and detail-oriented organization skills. The Executive Assistant will work directly with the Executive Team to ensure that efficient administrative systems and tools are in place to facilitate their leadership, both internally and externally. This position plays a critical role in maintaining productive relationships with key stakeholders, including support for the Board of Directors and its committees.

### **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.

### **EXECUTIVE ASSISTANT**

#### **What You Will Do**

- Support the Chief Executive Officer primarily and provide additional support to Executive Team members, as directed, to ensure that organizational goals and objectives are accomplished and that operations run efficiently
- Maintain and refine internal processes that support the work of the organization, and coordinate internal and external resources to expedite the work
- Plan and orchestrate work to ensure that the Chief Executive Officer's priorities are met, that organizational goals are achieved, and best practices are upheld
- Keep records of meetings by taking notes and documenting action items to track with the CEO
- Manage professional scheduling for the Chief Executive Officer, including agendas, mail, email, phone calls, partner management, and other organizational logistics

- On behalf of the Chief Executive Officer, coordinate the scheduling of meetings with the Board of Directors and assist with Board-related administrative tasks
- Coordinate complex scheduling and calendar management, as well as content and flow of information to other staff members
- Manage Chief Executive Officer travel logistics and activities, including accommodations, transportation, and meals; credit card expense reconciliation, and reimbursement processes
- Provide administrative and office support, such as setting up calls, spreadsheet creation, updating contacts database, and maintaining a filing system
- Maintain sensitivity and confidentiality with information
- Assist with organizing events for staff as needed

## WHAT YOU BRING

### Must-Haves

- Familiarity with and work experience in Native American communities
- Three or more years of experience in an administrative role reporting directly to Executive leadership
- Excellent verbal and written communication skills
- Strong time management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with Microsoft Office Suite, Google Suite, Adobe Acrobat, and an aptitude for learning new software and applications
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Ability to maintain confidentiality and discretion with information related to the organization

### Nice-to-Haves

- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
- Experience overseeing budgets and expenses
- Experience developing internal processes and filing systems
- Experience reporting to or serving on a Board of Directors

To thrive in this role, the ideal candidate will be a clear communicator, adaptable, reliable, socially and emotionally intelligent, an inquisitive learner, and team and collaboration oriented, while being able to work independently.

## COMPENSATION AND BENEFITS

This position is salaried, commensurate with experience, ranging from \$50,000 to \$60,000 annually. 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 pacific time hours is preferred with scheduled meetings accommodating all time zones.
- This position is hybrid working at home and in-person with the CEO in Tulalip, Washington, with occasional travel to national conferences.

## HOW TO APPLY

Applications will be reviewed on a rolling basis, priority will be given to those applications received by Monday, June 5, 2023. Please send an email to Tony Nguyen at [tony@movementtalent.org](mailto:tony@movementtalent.org) with “NABS Executive Assistant” in the subject line.

Applications must include the following all in one PDF:

- Cover letter (no more than 1 page) with short answers to 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
- Three professional references with titles, emails, phone numbers, and relationship

The successful candidate will have the opportunity to work with a dynamic team committed to conducting research that can benefit Indigenous communities. We strongly encourage applications from Indigenous scholars and scholars with experience working with Indigenous communities. This position is remote with occasional travel to Minneapolis, Minnesota, and national conferences.

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!