

CALIFORNIA INDIAN LAW
ASSOCIATION

PROGRAM COORDINATOR VACANCY

INDEPENDENT CONTRACTOR HOURLY
COMPENSATION: DOE

APPLICATIONS DUE BY
MARCH 1, 2019 TO
CALINDIANLAW@GMAIL.COM

The Program Coordinator position provides staff support to the CILA Board of Directors, including but not limited to taking notes at all meetings, preparing and formatting correspondence to membership, providing bookkeeping support to the CILA Treasurer, conference planing, and general administrative tasks. Annual contract. Hours anticipated to average 15 hours a month. Applicants must be able to work independently and remotely without constant direct supervision. Must be available to attend CILA Annual Conference.

learn more at calindianlaw.org





REQUIRED APPLICATION MATERIALS

**Application materials should be submitted
as one PDF attachment delivered to
calindianlaw@gmail.com**

- Resume with three (3) references.
- Cover Letter, describing your interest in the position, experience with event planning, general availability to attend CILA Board conference calls (weekday calls during regular work hours), and ability to attend Annual Conference, tentatively set for October 11-12, 2019 in Northern California (subject to change).
- Short statement of desired compensation.

**CILA is a 501(c)(3) non-profit bar organization committed to
the advancement and support of Indian law and Native
American attorneys across the state.**

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