TRIBAL LAW AND POLICY INSTITUTE
Serving Native Communities Since 1996
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Tribal Court Clearinghouse ~ www.tlpi.org
Tribal Law and Policy Institute ~ www.home.tlpi.org

JOB ANNOUNCEMENT

Job Title: Program Assistant
Location: St. Paul, Minnesota

SUMMARY
The Tribal Law and Policy Institute (TLPI) is an Indian owned and operated non-profit corporation organized to design and deliver education, research, training, and technical assistance programs that promote the improvement of justice in Indian country and the health, well-being, and culture of Native peoples. TLPI focuses upon collaborative programs that provide critical resources for tribal court systems, victim’s assistance programs, violence against women programs, and others involved in promoting the improvement of justice in Indian country. For more information please visit www.home.tlpi.org.

The Program Assistant is a full-time position responsible for a range of administrative and program support duties to assist the TLPI Minnesota Office staff with the implementation of current TLPI projects.

PRIMARY DUTIES
Working with the guidance and supervision of the Victim Advocacy Specialist, Tribal Victim Resource Specialist, and other TLPI staff assigned to lead TLPI projects, the primary duties for this position include:

• Program Support:
  - Assist with the implementation of grant objectives as directed
  - Assist with tracking progress of grant deliverables
  - Assist with quarterly and semi-annual grant progress reports
  - Assist with tracking performance measures
  - Assist with the development and printing of resources and training materials, including curriculum, power point presentations, brochures, and other written materials for use in education and technical assistance trainings with Tribal nations and organizations
• Assist with compilation of needs assessment and evaluation data
• Assist with organization of project documentation (via SharePoint, drop box, and hard copy files)
• Assist with research projects
• Assist with the development of national and regional conferences and on-site training events
• Assist with the delivery of training and technical assistance to Native American Tribes and other organizations as directed
• Assist with responding to requests for information and requests for technical assistance from tribal grantees

• Administrative Support:
  • Lead for all TLPI Minnesota Office related administrative coordination tasks
    ▪ Oversee office management and administrative functions to ensure smooth daily operations
    ▪ Communication liaison between TLPI administrative staff and program staff
    ▪ Answer phones and greet guest/visitors
    ▪ Provide information to public
    ▪ Check phone messages daily and throughout the day
    ▪ Open and sort mail
    ▪ Prepare and send out mail/packages
    ▪ Coordinate photocopying materials as needed
    ▪ Scan documents as needed
    ▪ Maintain office organization and cleanliness
    ▪ Order office supplies
    ▪ Maintain inventory for TLPI Minnesota Office
    ▪ Post documents on sharepoint as needed
    ▪ Data-entry as needed
    ▪ File as needed
    ▪ Coordinate working lunches as needed
    ▪ Liaison between the TLPI Minnesota Office and the computer technician and webmaster to ensure technology is maintained and working properly
  • Lead in coordinating TLPI Minnesota Office scheduling needs
    ▪ Track staff schedules
    ▪ Create Outlook meeting reminders
    ▪ Coordinate and confirm meetings with all participants
    ▪ Post meeting dates and times on SharePoint and/or Outlook
    ▪ Send email reminders to staff/participants about upcoming conference calls/meetings on the day before and the day of the meeting
    ▪ Coordinate agenda development and distribution of meeting materials in advance of meetings
    ▪ Prepare meeting minutes and distribute to participants (preferably no later than 1 working day after the meeting)
Lead in coordinating TLPI staff and consultant travel to meetings and onsite trainings for the TLPI Minnesota Office staff and projects
- Coordinate staff and consultant airfare, lodging reservations and ground transportation
- Coordinate registration for staff and consultants
- Ensure all travel is in accordance with USDOJ financial guidelines and TLPI travel terms
- Coordinate financial needs as it relates to travel (including credit card authorization forms for consultants, payments for hotels, car rentals, etc.)
- Distribute travel confirmations (preferably no later than 5-7 days prior to departure date). Travel confirmations should include GSA per diem rates, map to and from airport, hotel address, meeting location (if available), agenda (if available), hotel confirmation, ground transportation information and any pertinent information related to the trip

SUPERVISORY RESPONSIBILITIES
No direct supervisory responsibilities.

QUALIFICATIONS
Education and/or Experience:
*Strongly preferred*: Bachelor’s degree or other applicable advanced degree; previous experience working with a tribal organization or Tribe; previous experience working in tribal criminal justice systems; background in American Indian Studies, American Indian legal research, American Indian focused field of study or business administration degree.

*Preferred*: Minimum of five (5) years of administrative experience.

Organizational Skills:
*Required*: Demonstrated ability to organize and prioritize a high volume of information and/ or data and effectively produce a successful outcome.

*Preferred*: Experience in coordinating or organizing a project, grant or community event. Experience in creating or improving administrative systems or procedures.

Language/Writing Skills:
*Required*: Demonstrated ability to read and write professional correspondence.
*Preferred*: Familiarity with development of training materials. Familiarity with basic graphic art and design principles. Ability to check citations for accuracy. Ability to format word documents, emails and other materials. Ability to check for grammatical errors.

Reasoning Ability:
*Required*: Demonstrated ability to solve practical problems. Must have a basic knowledge of federal Indian law and tribal law. Demonstrated ability to be a self-starter.
**Other Skills and Abilities:**

*Required:* Proficient in a wide range of computer programs such as Office Word, Outlook, SharePoint, Access, Excel, Adobe Acrobat, Word Press and others. Proficient in social media applications (Facebook, Twitter, etc.).

*Preferred:* Wix/ website maintenance experience, research experience.

**SALARY AND BENEFITS**
Salary will be based on qualifications and experience. Full benefits include, medical, vision, dental, life, 403 B retirement, supplemental insurance, vacation and sick leave pay.

**HOW TO APPLY**
To apply for this position, please submit a cover letter, resume with two references listed, and a writing sample. The cover letter should detail your interest in this position, your experience and explain how you are qualified based on the required and preferred qualifications listed in this announcement.

Submit your application via email to Jessica Harjo, Operations Director, at Jessica@tlpi.org (cc: Lonna Hunter at Lonna@tlpi.org). Please do not call regarding this position. All inquiries should be directed via email to Jessica@tlpi.org. Incomplete applications will not be considered.

**Application deadline: April 15, 2019**

*The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.*