

JOB ANNOUNCEMENT

Job Title: Program Assistant
Location: Remote (*Oklahoma City, OK; Twin Cities, MN; Albuquerque, NM; Los Angeles, CA preferred - applicants from other locations will be considered*)

SUMMARY

The Tribal Law and Policy Institute (TLPI) is Native American 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. 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.

PRIMARY DUTIES:

Working with the guidance of the Supervisors for this position, the primary responsibilities include providing day-to-day administrative support to accomplish the grant goals and objectives, including:

1. Assist in coordination of project meetings and scheduling:
 - Track staff schedules and availability for meetings
 - 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
 - Lead for setting up technology needs and hosting virtual meetings (via Zoom or GoToMeeting meetings)
 - Prepare meeting minutes and distribute to participants (preferably no later than 1 working day after the meeting)
2. Assist with electronic communication:
 - Assist with the drafting and formatting of email blasts (via Constant Contact or Mail Chimp)
 - Assist with drafting and formatting of electronic newsletters and announcements
3. Website updates:
 - Assist with updates to project website
 - Maintain project calendar
4. Document editing and formatting:
 - Assist with editing and formatting resources and training materials, including curriculum, PowerPoint presentations, brochures, and other written materials for use in education and technical assistance trainings with Tribal nations and organizations
5. Materials Coordination:
 - Coordinate materials with printing vendors and/or print materials directly
 - Prepare materials for shipment to meetings, trainings, conferences, etc.
6. Data entry and organization:
 - Assist with data entry tasks in project database
 - Assist with compilation of needs assessment and evaluation data

- Assist with organization of project documentation (via SharePoint, drop box, and hard copy files)
7. Assist with national and regional conferences, on-site training events, virtual trainings, webinars
 - Assist with virtual meetings:
 - Technology set up (Zoom, GoToMeeting, 6Connex, etc.)
 - Host meetings via virtual platform
 - Coordinate 508 compliance requirements
 - Assist with onsite event logistics
 - Hotel coordination
 - Participant registration coordination
 - Audio visual coordination
 - Onsite set up
 8. Assist with travel coordination and booking:
 - 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
 9. Assist with research projects as needed

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 three (3) 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: Proficient experience with booking travel (via Egencia or Concur). Demonstrated success in coordinating, hosting, and working in virtual settings. Demonstrated experience in onsite event coordination.

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. Please do not call regarding this position.

Application deadline: Open until position is filled