



ASSOCIATION ON AMERICAN INDIAN AFFAIRS

Protecting Sovereignty • Preserving Culture
Educating Youth • Building Capacity
SINCE 1922

OFFICE MANAGER HOW TO APPLY

The Association on American Indian Affairs is currently celebrating its 100th year of service in Indian Country. A strong, inspiring individual to support the Association and its programs is needed as we move in to our second century of advocacy for cultural sovereignty! We hope you are interested in joining a dynamic and small team as we grow this 100 year old organization to achieve our vision to create a world where diverse Native American cultures and values are lived, protected and respected.

Interested candidates must provide the following information to “Hiring Manager” at general@Indian-Affairs.org, to be considered:

1. Your current resume
2. A cover letter, specific to the position for which you are applying, including why you are confident that you will be a good fit for the Association and a positive part of the legacy and future of the Association
3. A list of three professional references
4. Any other information that you find would be helpful for your application

The position is open until filled. Interviews will occur on a rolling basis. Questions can be directed to 240-314-7155 or general@Indian-Affairs.org.