



ASSOCIATION ON AMERICAN INDIAN AFFAIRS

Protecting Sovereignty • Preserving Culture
Educating Youth • Building Capacity

ANNOUNCEMENT OF JOB OPENING

POSITION

Office Manager

- ⇒ Depending on experience, the position will be a Full-Time Exempt / Salaried position, or a Full-Time Non-Exempt / Hourly position
- ⇒ Virtual and requires dedicated home office space
- ⇒ Flex time is available
- ⇒ Beginning Salary Range: \$50,000 - \$80,000, depending on experience
- ⇒ Benefits include health, dental, retirement plan, robust holiday, vacation, and sick leave, ongoing training, intergenerational healing opportunities

ABOUT US

The Association on American Indian Affairs, also known as the Association, is the oldest non-profit serving Native Country protecting sovereignty, preserving culture, educating youth and building capacity. The Association was formed in 1922 to change the destructive path of federal policy from assimilation, termination, and allotment, to sovereignty, self-determination and self-sufficiency.

Have you heard about the Indian Reorganization Act - the Alaska Native Claims Settlement Act - the Indian Child Welfare Act - the Native American Graves Protection and Repatriation Act? What about the oldest Native graduate and undergraduate scholarship program or our Native youth summer camp grants or our Annual Repatriation Conference? What about Tribal Museums Day or Red Hoop Talk? Then you know the work of the Association. Many Native Nation leaders tell us that if it wasn't for the longstanding, ongoing work of the Association, that sovereignty and self-determination may not exist today.

Throughout our more than 100-year history, the Association has provided national advocacy on watershed issues that support sovereignty and culture, while working at a grassroots level with Native Nations to support the implementation of programs that make real change on the ground. The Association's offices are all virtual - located wherever we need to be in Native Country and supporting a healthy life-work balance.

The Association is governed by an all-Native Board of Directors and CEO. The Association is a membership organization and any individual - Native or non-Native - can be a member of the Association if they agree with our vision, mission, and goals. Our Board of Directors and membership provide oversight and governance to the Association. The Association acknowledges the 574 Native Nations recognized by the U.S. Department of the Interior, and other Tribes, Bands and Communities that have retained their inherent sovereignty despite the acts of genocide, assimilation, and removal perpetrated by colonization and U.S. actions.

Every step we take on this Turtle Island is the land and mother of those Native Peoples we work for and we walk forward together and with respect for those that have gone before us.

VISION, MISSION, GOALS & CORE VALUES

Our **vision** is to create a world where diverse Native cultures and values are lived, protected and respected.

Our **mission** is to lead the grassroots fight to protect Native Cultural Sovereignty.

Our **goals** are to protect sovereignty, preserve culture, educate youth and build capacity.

Our **values** include *Fortitude*: We are brave, courageous and resilient warriors for our cause. *Capability*: We possess knowledge, expertise, and passion to achieve our vision, mission and goals. *Accountability*: We are accountable to Native Nations and Peoples, our members, donors, and one another. *Advocacy*: We use our hearts, guts, brains, ears, and voices for change, healing, and education.

THREE PROGRAMS AREAS

Each of our three program areas has several initiatives.

A. Cultural Sovereignty

Cultural Sovereignty means simply returning control over the things that make us who we are as Native Peoples. Over the course of history, colonial powers have forcibly removed us from our homelands, looted our graves and sacred places, outlawed our languages and religions, and kidnapped our children. The Association's Cultural Sovereignty program works to develop infrastructure - such as federal, state and Native Nation laws and policies that will support the return of our stolen lands, Ancestors, religious practices, languages, identity, and bringing home our children who died at boarding schools. In addition, the Association develops training, strategies and technical support to build capacity within Native Nations, and work to change perspectives of those who wish to hold onto our culture without free, prior and informed consent.

B. Next Generations

The Next Generations Program promotes strong, resilient youth, families and Nations through advocacy, education, cultural connections, healing and wellbeing. Next Generations initiatives include protection of the Indian Child Welfare Act, adoption investigation project, Native Youth Summer Camp Grants and the developing National Native Youth Summer Camp program, Native Youth Justice, and scholarships for Native undergraduate and graduate students. A new initiative is being developed to interrupt cycles of intergenerational trauma with resilience and holistic personal and organizational wellbeing strategies.

C. Become an Ally

The Association on American Indian Affairs has over 100 years of providing meaningful public education on issues that affect Native Country. The Association believes that a society that understands Native Peoples, their sovereign Nations and diverse cultures will make better decisions about the environment, the economy, education, healthcare, and how we can all exist together on one planet. The Becoming an Ally program is about building relationships that will support allyship, education and accountability for our world and each other.

This program utilizes our various social media platforms to deliver public education, create productive dialogue, and encourage action from our supporters about Native Nation issues. Becoming an Ally is our public affairs and communication arm that works to lift Native Country by sharing information about our program successes and how you can help support our vision, mission, goals and values. Become an Ally and our public education work includes all of our programs and initiatives, as well as the Association's 100 years of history, our Indian Affairs journal that has been published since the 1930's, our internships, fellowships, and volunteer programs, Murdered and Missing Indigenous Relatives, Red Hoop Talk podcast, among other public education initiatives.

WHAT IT'S LIKE TO WORK WITH US

As cultural sovereignty protectors for Native Nations, we understand the importance of our vision and fostering a workplace where each member feels respected, valued, heard, and empowered to make a

difference. In a virtual environment, opportunities for communication and team engagement must be proactively planned, and every team member participates in weekly Team meetings and individual check-ins to develop relationships within the organization and with their supervisor. The Association has weekly virtual social gatherings to support relationship building and offers travel for in-person work sessions at different times of the year.

We are a small and reliable team of advocates – every role has an important part to play in our advocacy. We cultivate an environment where passion ignites action, where every person is empowered to speak truth with compassion and skill, to grow as an advocate, to learn from mistakes, and to challenge and encourage others to do the same. Open and transparent communication is not just encouraged, it is a vital cornerstone of our virtual workplace.

BENEFITS

We are flexible and all virtual. Embracing a 100% virtual work environment, we ensure flexibility so that each team member can develop a schedule that will support work-life balance. Team members have flexible schedules and a generous paid time off package, including 13 holidays, 12 vacation days, and 12 sick days annually. (Vacation and sick leave cannot be used until after the team member successfully passes their 90-day review.) Recognizing the importance of cultural observances, employees can swap federal holidays for Native Nation events, ceremonies, or religious observances close to their hearts.

The Association further pays for individual medical and dental premiums and provides at least a 1% matching contribution to your savings plan at the end of every year. The Association also offers varied opportunities that will support accountability, confidence, and building skills that reinforce intergenerational healing. The Association is in the process of growth, with future plans to increase benefits.

Alongside competitive pay, we regularly review salaries to ensure they reflect successful performance and the cost of living. We provide computer equipment (laptop) and other required software or tools for the virtual work environment.

Join us at the Association on American Indian Affairs, where your well-being and cultural values are honored and celebrated. The Association is growing and we hope you will grow with us!

JOB POSITION DESCRIPTION

Fully review the job position description attached to this document to understand the expectations and responsibilities for the position.

HOW TO APPLY

To apply for this position, email your resume, cover letter and writing sample to general@Indian-Affairs.org. Your application should feature how your skills and expertise align with the position's responsibilities. The writing sample should be no more than 5 pages, be 100% drafted by you, and should have a sentence to describe where the writing sample came from and when it was written.

The Association values strong writing and editing skills for this position and your application should reflect that. Though this position does not require experience working in Native Country, please include your experience working in Native Country, and with social justice and human rights issues.

LEARN MORE ABOUT THE ASSOCIATION

This position requires a comprehensive understanding of non-profits, non-profit organizations in Native Country, and what it means to work with Native Nations and Native Peoples on issues of cultural sovereignty. Review our website and social media to better understand our work and what drives the organization. Check out our website at Indian-Affairs.org, and look for links to our social media at the bottom of our website.



OFFICE MANAGER POSITION DESCRIPTION

The Association on American Indian Affairs is the oldest non-profit serving Native Country protecting sovereignty, preserving culture, educating youth and building capacity. The Association was formed in 1922 to change the destructive path of federal policy from assimilation, termination and allotment, to sovereignty, self-determination and self-sufficiency. Throughout our more than 100-year history, we have provided national advocacy on watershed issues that support sovereignty and culture, while working at a grassroots level with Native Nations to support the implementation of programs that affect real lives on the ground. The Association's vision seeks to create a world where diverse Native cultures and values are lived, protected, and respected.

Job Purpose

The OFFICE MANAGER oversees the operations and administrative activities of the organization and is a mission-focused, seasoned, organized, strategic, and process-minded person with experience delivering measurable, efficient, and cost-effective results that make the organization's vision a reality. This position provides operational, administrative and customer service-type assistance for all the Association's programs and events, including the Cultural Sovereignty, Next Generations, and Become an Ally programs.

This position is supervised by the Chief Executive Officer and will carry out the job duties in line with the organization's [vision, mission and goals](#). The position requires reliability and excellent organizational skills to handle day-to-day operations with a focus on efficiency and time management. The position provides operational, administrative and customer service-type duties involving considerable variety and complexity of assignments and requiring independent judgment in applying guidelines to work situations. The organization requires an energetic professional who does not mind wearing multiple hats and has strong organizational skills.

This position will include health, dental and retirement savings opportunities at the onset of employment, and the ability to use leave time after a successful 90-day performance review. The position has advancement opportunities that can lead the appropriate candidate into a Chief Operating Officer position. The position is all-virtual. As such, the position requires self-discipline, integrity, transparency and the ability to communicate well and thoughtfully utilizing video and telephone conferencing, and email.

Duties and Responsibilities

- Provides administrative support for the Board of Directors, Council of Advisors, Staff, Contractors, Interns, and Volunteers.
- Acts as first face the public sees through managing all general inquiries by telephone, emails and other written correspondence.
- Prioritizes work according to organization priorities; determines workflow problems and develops solutions.
- Receives, sorts, analyzes, and summarizes material for the preparation of reports and maintains data necessary for program reporting.
- Implements paper and digital document saving and destruction according to organization policies and oversees availability of documents through our archives.
- Maintains donor data and contact information through software systems.
- Prepares advanced word processing, spreadsheet, and presentation documents as assigned including manuals, brochures, reports, budget documents, and PowerPoint presentations.
- Prepares and submits invoices, receipts, purchase orders, and other financial transaction information in line with financial policies.
- Organizes regular program meetings and phone/video conferences, often over different time zones.
- Oversees and manages the Association's Legacy and other Scholarship Programs, the Association's Summer Camp Grant program, and our internship and volunteer recruitment.
- Supports grant writing administration.
- Develops and makes recommendations for quality assurance and quality improvement measures for the organization, including software systems and other important infrastructure for the organization.
- Dependable and consistent presence, including attendance, reliability and punctuality is a requirement of this position.
- A professional and courteous manner and an ability to work harmoniously with other staff, Native Nation governments, other organizations and the general public.
- Follows organization personnel policies and safety procedures.
- The position does not yet require the direct supervision of any staff, but will act as a resource person for students, interns, consultants and casual help as required.
- Accepts and performs other work as assigned.

Qualifications

The successful candidate will have had office management experience with a non-profit organization. As noted, this is an organization driven by the values of its people, so experience in managing the operations of a "values-driven" organization is required.

Additional qualifications include:

- Has personal values that are in line with the Association's vision, mission, goals, and values.
- Minimum of a bachelor's degree in any area and at least two years' proven experience as an office or operations manager or other similar position with similar activities.
- Results-proven track record of meeting and exceeding goals.
- Evidence of the ability to consistently make good decisions through a combination of

- analysis, wisdom, experience, and judgment.
- General knowledge and ability to manage and maintain a healthy office infrastructure, such as software, databases, phone systems, file management, insurance, human resources, bookkeeping, communications, and the like.
 - Experience in fundraising will be a plus.
 - Working knowledge of IT/Business infrastructure and MS Office 365 applications.
 - Outstanding organizational and leadership abilities.
 - Excellent interpersonal and public speaking skills.
 - Aptitude in decision-making and problem-solving.
 - Analytical and inquisitive, with excellent attention to detail.
 - Able to meet tight deadlines and remain calm under pressure.
 - Good at absorbing large amounts of information, with a general hunger for learning.
 - Credible, confident and articulate, with good communication and presentation skills.

Knowledge, Skills & Abilities

Knowledge of the organization, its vision, mission, goals, and values as well as its programs, events and activities; thorough knowledge of general office practices and procedures; considerable knowledge of office record keeping and reporting practices and procedures; considerable knowledge of efficient utilization of office equipment including personal computer systems; thorough knowledge of business English, grammar, and composition; proficient with the MS Office Software programs including Outlook, Word, Excel and Power Point.

Ability to interpret program policies and procedures; ability to independently plan, organize and carry out work assignments; ability to analyze and prepare fiscal, financial and statistical records and reports; ability to communicate effectively both orally and in writing; ability to maintain positive business relationships with other employees, Native Nations, other entities and with the public; ability to work with information that is both sensitive and confidential in nature.

Knowledge of Native Affairs history and policy, Native Nations governance, and non-profits is very important and highly preferred but not required.

Working Conditions

This is a virtual office position. Employee must have dedicated and healthy space to perform office administration. Laptop computer and other necessary tools will be provided by organization. Travel may be required to domestic locations for exempt employees only. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The physical demands required for the position are representative of those that must be met in an office environment. This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected 100-year-old organization. The Association is prepared to offer an attractive compensation package commensurate with experience, with health, dental and a matching employee retirement savings plan beginning at the onset of employment, and access to annual and sick leave after a probationary period.