



Job Opening: Assistant for Program and Administration, Washington D.C.

The Indian Law Resource Center is a law and advocacy organization founded and directed by American Indians that provides legal assistance to tribes and indigenous communities throughout the Americas regarding environmental protection, land, cultural preservation, and human rights protection. The Center seeks a multilingual (English and Spanish), highly motivated, and skilled professional to join our staff as the Assistant for Program and Administration in our Washington, D.C. office. More information about the Center can be found at www.indianlaw.org.

The Assistant for Program and Administration will coordinate communication with the Center's main office in Helena, Montana, and will assist and support the Washington office director and attorneys in program work, including policy research and analysis, advocacy, organizing, and coalition building, and in office management, including calendaring, communications, database administration, fund raising, and event planning.

MAJOR RESPONSIBILITIES:

- **Program Support** – Supports staff in preparing program materials, including production of PowerPoint presentations; assists when necessary with policy research and analysis and attending meetings on behalf of specific programs and projects, such as implementing the UN and OAS Declarations on the Rights of Indigenous Peoples or standard-setting for multilateral development banks.
- **Communications Support** – Handles communications for the director or managerial and program staff in the Washington office; manages contact lists and distribution databases; assists with the production and distribution of newsletters; updates the website.
- **Administrative Support** – Assists with office administrative duties, including managing and troubleshooting phone, computer, and other office equipment, filing, scheduling and organizing meetings and conferences, making travel arrangements, maintaining the office calendar, and providing related support to staff.
- **Fund Raising Support** – Works with development staff to research funding prospects, organize meetings, and assist with drafting of letters of inquiry, proposals, and reports.

QUALIFICATIONS:

The Program and Administrative Assistant must have a strong interest and commitment to indigenous rights, and awareness of existing and emerging political, social, economic, and environmental issues of indigenous peoples in the Americas. Associate's degree or higher or at least two years of relevant work experience is required. Candidates must be completely fluent and possess excellent written and oral communication skills in English and Spanish. Proficiency in Portuguese is preferred but not required, to assist with program work in Brazil.

The Program and Administrative Assistant must be highly proficient in MS Office applications, particularly Outlook, Word, Excel, and PowerPoint. Some experience in website maintenance and managing distribution lists and databases is desired. Successful candidates will be self-motivated, well-organized, and capable of working under pressure. Some travel is required.

Salary is competitive and excellent benefits are offered. To apply, please e-mail a cover letter, resume, short writing samples (English and Spanish), and list of three references to dcoffice@indianlaw.org. Applications will be accepted until the position is filled. No phone calls please.

The Indian Law Resource Center is an equal opportunity employer