



BILINGUAL ADMINISTRATIVE AND PROGRAM ASSISTANT

JOB SUMMARY

We are an indigenous law and advocacy non-profit organization that provides legal assistance to Indian and Alaska Native nations and indigenous peoples throughout the Americas to protect their lands, resources, human rights, environment, and cultures. We have offices in Montana and Washington, D.C. Our current program includes combatting violence against Native women and girls; seeking to improve federal laws and legal frameworks applied to Native nations and tribes; securing and strengthening indigenous land and territorial rights in Mexico and Central and South America; advocating for indigenous human rights in international bodies like the UN and OAS; and addressing climate change and environmental health.

We are currently seeking a bilingual individual to perform a variety of administrative and program work in order to support and ensure the smooth and efficient operation of our office in Washington, D.C. and to assist with program activities. We are looking for an individual who is dependable, proactive, and solutions-oriented. In addition, the ideal candidate must align with our values and be committed to securing and protecting indigenous rights in the Americas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support and assist the DC Office Director and other staff with program work
- Participate in planning program work with indigenous peoples
- Assist staff with communications and fundraising work
- Serve the main point of contact for all general inquiries, service providers, and others, including requests for information or assistance
- Assist staff with updating and maintaining office policies and procedures
- Coordinate maintenance, repairs, and updates for office building, grounds, and equipment
- Assist with travel and meeting planning and logistics
- Assist staff with copy/fax/scanning jobs as needed, especially for large copy jobs
- Prepare and distribute materials for meetings, trainings, and events as needed
- Maintain inventory of all office supplies
- Develop and maintain a filing system
- Troubleshoot technical issues when appropriate
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bilingual (English/Spanish) is required
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Proven experience in office management and administration (2+ years)
- Familiarity with using web-based meeting platforms (Zoom, Teams, WebEx, etc.)
- Familiarity with using Facebook and other social media platforms (a plus)
- Highly proficient with Microsoft 365
- Experience or background in Indian or Alaska Native cultures, governments, communities, or issues in the United States or Mexico or Central or South America is very helpful but not required
- Experience or background in indigenous rights and/or international human rights law is very helpful but not required

SKILLS

- Excellent written and speaking communication skills in English and Spanish are required
- Ability to speak, read, or write in Portuguese (a plus)
- Sensitive and can adapt to different cultural norms, perspectives, and work styles
- Strong organizational skills with the ability to multi-task and prioritize responsibilities
- Comfortable with managing simultaneous and sometimes changing demands
- Willingness to learn new concepts, skills, and technologies

BENEFITS AND PAY

This is a full-time, salaried position in our Washington, D.C. office. The salary range is between \$40,000 and \$60,000, commensurate with qualifications, experience, and skills. The Center provides excellent health insurance fully paid by the Center as well as generous retirement benefits. All employees enjoy 120 hours of paid vacation annually, paid sick leave and personal leave, and other benefits.

To apply: Please send a resume, cover letter, three professional references, and writing samples in English and Spanish to Miranda Carman, Project Operations Manager, mcarman@indianlaw.org.