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Job Announcement

Assistant Project Operations Manager February 2025

The Indian Law Resource Center is a non-profit law and advocacy organization established and directed by American Indians. We provide legal assistance to Indian and Alaska Native nations and to Indigenous communities throughout the Americas, who are working to protect their lands, resources, human rights, environment and cultural heritage. Founded in 1978, the Center has an established reputation based on its leadership in gaining the adoption of the UN Declaration on the Rights of Indigenous Peoples, our legal victories in the Inter-American Court on Human Rights that have shaped international Indigenous land rights, and our work to advance Indigenous women's rights in the United States.

The Assistant Project Operations Manager will assist in developing and implementing policies, systems, and operations to manage the Center's Indigenous Lands Initiative project (details [here](#)) and, as needed, all of the Center's other programs and projects, especially our work to advance Indigenous rights throughout Mexico, Central, and South America. This position will include both administrative and program responsibilities, and will require travel, including international travel.

The Assistant Project Operations Manager will work in the Center's Washington, D.C. Office, report directly to the Project Operations Manager and work closely with the Director of the Indigenous Lands Initiative and the Director of the Washington, D.C. office.

RESPONSIBILITIES

- Support and assist the Project Operations Manager and Project Director of the Indigenous Lands Initiative and advance the Center's other program work by providing administrative services, including management of calendars, appointments, contacts, correspondence, and translation services.
- Assist with travel arrangements, meeting planning, and routine financial matters.
- Travel to support and contribute to Indian Law Resource Center program work, by, for example, participating in site visits, Indigenous rights education workshops, and community meetings, and advocacy work at the United Nations and Organization of American States.
- Contribute to Indigenous Lands Initiative and other communications efforts in collaboration with the Project Director and Director of Communications. This will include digital, print, and social media work, as well as managing the Center's website by publishing updated content.
- Collaborate with the Project Director and others to prepare for and participate in external and internal meetings, and provide support services for Board of Directors meetings.
- Provide administrative support to the Director of the Washington Office and, as needed, to other staff and leadership team members.
- Develop extensive knowledge of all Center projects and activities to effectively communicate and provide exceptional information and service to internal and external constituencies.
- Coordinate with the Chief Operating Officer, Office Manager, and other staff to maintain, repair and update facilities, grounds, equipment, technology, hardware, and software.
- Develop and maintain systems to manage digital and physical files and office inventories, coordinate technical support assistance as needed, and perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Bilingual fluency (English/Spanish) is required, including excellent written and spoken communication skills in both languages. Ability to speak, read, or write in Portuguese preferred.
- A bachelor's degree is required.
- Two years of proven experience in office management and administration, preferably in a nonprofit setting is required.
- Experience and competency in standard business software programs and platforms, including web-based meeting platforms (Zoom, Microsoft Teams, and Cisco Webex) and Microsoft 365 (Word, Excel and PowerPoint), are required. Familiarity with and the ability to learn additional software programs, including social media platforms (Facebook, Instagram, LinkedIn), database management software, customer relationship management software, and website management software (Drupal 10) is preferred.
- Experience or background with Indigenous communities and cultures in the United States, Mexico, Central and South America is helpful but not required.
- Experience or background in Indigenous rights and/or international human rights law is helpful but not required.
- Ability to adapt to different cultural norms, perspectives, and work styles.
- Willingness to learn new skills and technologies.

This is a full-time, salaried position in the Center's Washington, D.C. office. The salary range is \$50,000-\$60,000. The Center provides generous benefits, including health insurance and retirement. All employees enjoy 120 hours of paid vacation annually, paid holidays, paid sick and personal leave, and other benefits.

The position is open immediately. Interested applicants should apply or contact the Center as soon as possible. There is no closing date for applications. Applications will be considered as soon as they are received.

To apply: submit a cover letter, resume, and two professional references combined in one PDF document to: mt@indianlaw.org