



INDIAN LAW RESOURCE CENTER

MAIN OFFICE
602 North Ewing Street, Helena, Montana 59601
(406) 449-2006 | mt@indianlaw.org

WASHINGTON D.C. OFFICE
1607 22nd Street NW, Washington, D.C. 20008
(202) 547-2800 | dcoffice@indianlaw.org

Job Announcement

Executive Coordinator June 2026

The Indian Law Resource Center is an Indigenous-led and staffed organization that provides legal and advocacy assistance to Indigenous peoples of the Americas to protect their lands, create and uphold laws grounded in Indigenous legal principles and values, including self-determination, and to advance all the human rights of Indigenous peoples and individuals. 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.

The Executive Coordinator can expect to gain broad experience with both NGO management and with the Center's law and policy advocacy related to federal Indian law, Indigenous women's rights, and international human rights. The Executive Coordinator will provide direct support to the Executive Director in managing the Center's administrative, development, governance, and program work. They will provide high-level written and administrative support for all projects involving the Executive Director, including creating presentation materials, preparing correspondence, providing general organizational support, and coordinating calendar scheduling and travel logistics. They will work with the Executive Director and our Communications and Development staff on grant applications and management, as well as on individual and event-based fundraising. The Executive Coordinator will serve as Board liaison, preparing materials for Board of Directors meetings and leading on Board meeting planning and logistics. The Executive Coordinator will have frequent, direct contact with members of the Board of Directors and all Center staff. In-person or hybrid work from our office headquarters in Helena, Montana, is strongly preferred. The position will require some travel. The Executive Coordinator will report directly to the Executive Director.

Responsibilities

- Provide direct support to the Executive Director across their work.
- Research and write non-legal briefing materials, memos, or presentations on program and administrative matters for the Executive Director or for distribution.
- Work collaboratively with the Executive Director and our Communications & Development staff to prepare for meetings with foundations and donors.
- Work collaboratively with the Communications & Development staff to prepare presentation materials, publications, press releases, and other print and digital materials for foundations, donors, and public audiences.
- Work collaboratively with Communications and Development staff to calendar and monitor grant deadlines and obligations; provide planning and logistical support for events; and assist with CRM database management.
- Support the Executive Director and others in scheduling, preparing for, and staffing Board of Directors meetings and Board committee meetings. Prepare and distribute agendas and related information; coordinate materials for inclusion in Board packet; take minutes at Board and committee meetings; and maintain a calendar of all meetings and other important deadlines.

- Provide correspondence and administrative support for Board engagement.
- Lead planning and logistics for meetings or events with the Board of Directors and other external and internal constituents.
- Work collaboratively with the Executive Director, Office Manager, and Chief Operating Officer on People & Culture workflows, including maintenance of job descriptions, management of performance review cycles, and upkeep of personnel files. Administer the recruitment and candidate review process for new hires, summer interns, and fellows, and facilitate the onboarding of new colleagues.
- Provide program and administrative support, as directed by the Executive Director, to other Center staff, especially for specific program initiatives and for Center program events, such as advocacy efforts at the UN Commission on the Status of Women, at the National Congress of American Indians, and our Indigenous Lands Initiative Annual Conference.
- Maintain extensive knowledge of Center projects and Executive Director activities to foster positive interactions and relationships with all constituents.
- Manage the Executive Director's calendar, travel, and correspondence.
- Other tasks as assigned.

Qualifications

- Candidates who can demonstrate clear Indigenous cultural competence and a strong commitment to the Center's mission to advance Indigenous rights will receive priority in review of their application materials.
- Excellent written and oral communications skills.
- Strong organizational skills.
- Comfort with changing priorities and a dynamic work environment.
- Strong computer skills and proficiency with standard office software programs—including Microsoft Office.
- Ability to work effectively in a wide range of professional settings and with diverse constituents, including staff, interns, Board, partners, donors, and foundation representatives.
- Strong understanding of the Center's work, mission, and values, and the ability to communicate these with purpose and enthusiasm.
- The strength of a candidate's application materials and their readiness for this position can be demonstrated through professional experience, educational experience, or a combination of both.
- Three or more years of experience working in tribal government, nonprofit administration, or development settings preferred.
- Recent college graduates are encouraged to apply.
- Spanish or Portuguese fluency is helpful, but not required.

This opportunity is a full-time, salaried position. The salary range is \$50,000 - \$70,000. The salary range is wide to reflect the varied education and experience that candidates may bring. The Center offers all employees generous benefits, including health insurance, retirement benefits, and 280 hours of paid time off annually.

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 on a rolling basis until the position is filled.

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