National Indigenous Women's Resource Center

Vacancy Announcement

Program Assistant

Position Title:	Program Assistant
Location:	Lame Deer, MT or Off-Site Location
Salary:	Starting at $15/hour DOE, Full-Time position
Status of Position:	Non-Exempt Position
Closing Date:	Open until filled

About the NIWRC:

The National Indigenous Women's Resource Center, Inc. is a non-profit organization created specifically to serve as the National Indian Resource Center to Enhance Safety of Native Women. The NIWRC provides technical assistance, policy development and system engagement, training, materials and resource information, and guidance with evaluation/research regarding violence against American Indian, Alaska Native, and Hawaiian Native women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

Our main office is located in Lame Deer, MT on the Northern Cheyenne Indian Reservation. This position can work from an off-site location. We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Summary:

The Program Assistant position is responsible for providing administrative support to the various program teams of the NIWRC, namely the Policy & Research Division and the Technical Assistance & Training Division. Specific duties are outlined below.

Responsibilities:

- Provide administrative support to program staff
- Assist teams with scheduling appointments, conference calls, meetings and webinars, when needed; send out reminders of scheduled activities
- Maintain and update internal calendar with team activities
- Research, develop and maintain a master calendar of events within the larger violence against women field
- Participate in staff and team calls; maintain notes and initiate follow up on action items
- Assist team leads with responding to phone calls and emails
- Assist program staff with document filing in shared google drive folders/copying when needed
- Working with program teams to track deliverable and action item responsibility
- Assist with tracking of deliverables and action items; update work plans developed by team leads; send email reminders on upcoming deadlines
- Serve as liaison between teams and Grant Compliance Manager for product approval
- Works with program staff to manage MOU deliverables and invoice tracking

- Uses the Internet for media and general research
- Assist with the preparation and dissemination of information as needed
- Proofreading and copy editing of documents as required
- Assist with event planning, including getting venue quotes, securing meeting sites, and on-site logistics management
- Gather information needed for event announcements and transfer
- Assist staff with travel requests, credit card authorization requests, and hotel reservations
- Provide logistical support for consultant request portal
- Provide logistical support to teams to help coordinate staff travel and consultant tracking
- Maintain product Inventory & fulfill online store orders for advocacy/print products
- Coordinate resource and supply needs for meetings; coordinate shipments
- Coordinate advertising orders for Awareness months/public education initiatives
- Graphic Design experience preferred (Restoration mag, annual report, resource layout/design)
- Performs other related duties in accordance with instructions from team members
- Travel as assigned

Qualifications:

- B.A. or B.S. preferred.
- A demonstrated understanding of violence against Native women crimes and responses throughout the country, especially throughout Indian country and Alaska Native villages and in Hawaii.
- Excellent computer skills, primarily Word, Excel, PowerPoint etc. Experience with Photoshop, InDesign preferred.
- Very organized, filing experience required.
- Excellent oral, written (including copy editing) and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Be a self-starter as well as able to work as a team member.

Work Habits:

- Collaborative
- Organized
- Accountable and Competent
- Honest
- Reliable
- Respectful
- Excellent communicator
- Ability to multitask and work under tight deadlines

Interested applicants may apply by sending a cover letter, completed job application, resume, and list of three references to Lucy Simpson at lsimpson@niwrc.org or by mail to:

NIWRC
PO Box 99
Lame Deer, MT 59043

National Indigenous Women's Resource Center

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email: _____

Date Available: _____ Social Security #: _____

Position Applied for: _____

Tribal Affiliation: _____ Enrolled or Descendant: _____ Tribal Enrollment Number: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a crime? YES ☐ NO ☐

If yes, explain: _____

Are you currently or have you ever been on any federal contracting exclusion list? ☐ YES ☐ NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women's Resource Center to verify employment and conduct a background check.

Applicant Signature: _____ Date: _____

Return to:
515 Lame Deer Ave. PO Box 99 Lame Deer, MT 59043
Phone: 406-477-3896 Fax: 406-477-3898 Toll-Free: 855-649-7299
Website: www.niwrc.org Email: apply@niwrc.org

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