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## **PROGRAM COORDINATOR NEEDED**

The California Indian Law Association (“CILA”) is looking for an independent contractor to serve as the Program Coordinator for CILA. This position requires outstanding organization, proof reading skills and expertise in using Microsoft Word and Excel to create consistent styles, format documents, correspondence, and reports. The position is supervised by the CILA Board of Directors (“Board”). Students are encouraged to apply.

**Responsibilities:**

- Drafting and editing a newsletter and/or periodic legal updates for members of CILA;
- Preparing and formatting correspondence;
- Compiling and organizing conference and continuing education event materials;
- Recording and drafting meeting minutes for Board consideration and approval;
- Researching and summarizing CILA policy decisions for Board consideration;
- Other similar tasks as assigned by the Board.

**Required Skills, Education and Experience:**

- Ability to take direction from a board of busy, qualified professionals;
- Exceptional skills in the advanced features of Microsoft Word, Microsoft Excel and Adobe Acrobat;
- Meticulously detail-oriented;
- Ability to work independently and remotely without constant direct supervision;
- Enrollment in an undergraduate degree program, preferable relating to Native American or Legal Studies.

**Preferred Skills, Education and Experience:**

- Enrollment in a law school program;
- Knowledgeable in non-profit or other board management;
- Experience in Indian law or working with Native American communities;
- Previous experience working in a professional, legal environment.

**Compensation and Commitment:**

- This is a part-time, hourly contract position requiring approximately 5-15 hours per month at \$10.00 - \$20.00 per hour depending upon experience;
- We are seeking at least a six month commitment (through the end of October 2014);
- Conference fee and 2 nights lodging at the host hotel will be provided to attend the CILA Annual Conference on October 16-17, 2014 in Southern California.

Please send your resume and a cover letter outlining your relevant skills that explains why you are the best candidate for this position by April 30, 2014. Candidates selected for a telephone interview with the Board may be asked to submit a writing sample.

Send your application materials to: Christine Williams, President, CILA - [christine@williamsjd.com](mailto:christine@williamsjd.com)