



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION

Established in 1969 to Strengthen and Enhance Tribal Justice Systems

POSITION ANNOUNCEMENT

Job Title: Program Coordinator

Location: Boulder, Colorado

Summary: The National American Indian Court Judges Association (NAICJA), established in 1969, is a non-profit membership organization dedicated to supporting and promoting tribal justice systems through technical assistance and training. NAICJA also works to further the public knowledge and understanding of tribal justice systems. NAICJA's training and technical assistance program is the National Tribal Justice Resource Center ("NTJRC") located in Boulder, Colorado. Each year NAICJA hosts the National Tribal Judicial and Court Clerks Conference which provides tribal judges, justice system personnel, and others interested in tribal justice systems current information about new legal and practice developments and the opportunity to network and engage in peer to peer consultation. The Program Coordinator is a temporary, full-time position. Responsibilities will include duties related to a range of current NAICJA programs and projects, including:

Developing Training and Technical Assistance: NAICJA is currently working as a Training and Technical Assistance provider with the Bureau of Justice Assistance's Tribal Civil and Criminal Legal Assistance Program. NAICJA's current grant deliverables focus on increasing the knowledge of criminal and tribal justice practitioners through education, including, in-person and distance learning/web-based training and implementing holistic approaches in the representation of defendants in tribal proceedings where appropriate, which could include collaboration between civil and criminal indigent defense and other related services for tribal members.

Convening of Tribal-State Judicial Roundtables: This collaboration, which began in 2012, engages tribal and state court judges through education and dialog, with the goals of improving Indian Child Welfare Act (ICWA) compliance, enhancing American Indian and Alaska Native (AI/AN) child well-being, and improving outcomes for AI/AN children in foster care or at risk of entering care. The collaboration has demonstrated that such judicial engagement enhances relationships among tribal, state, and federal justice officials, improves understanding regarding tribal judicial issues and Indian Child welfare resources, and spreads information regarding promising practices related to intergovernmental collaboration. In 2014, NAICJA will hold one judicial roundtable in each of the States of Montana and New Mexico with tribal and state court judges as well as other key stakeholders as participants.

National Tribal Judicial Conference Convening: On October 6-9, 2015, NAICJA will host the 46th Annual Tribal Judicial and Court Clerks Conference in Niagara Falls, New York. The average attendance of the annual conference is 200 persons. NAICJA is providing sessions on the following: ICWA compliance, data informed decision making, meeting Title IV-E program requirements, and/or AI/AN child wellbeing. Funding to assist tribal judges to attend the conference will be made available. NAICJA's goal is to have a minimum of 60 tribal court judges attend the conference, gain knowledge about ICWA policy and practice, and return evaluation surveys.

Position Responsibilities:

1) Judicial Roundtables-- Program Coordinator working in cooperation with NAICJA's Staff and Board of Directors will:

- Secure meeting locations (ideally at tribally-owned facilities) for one judicial roundtable in Montana and one in Washington to be held and completed by November 30, 2015.

- Facilitate NAICJA's invitations to its target audience of tribal and state court juvenile judges, and others (e.g. CASA leaders, public defenders, state child welfare ICWA leads, Supreme Court justices, tribal/state child welfare directors, attorneys, etc.)
- Arrange for roundtable facilitators drawn from NAICJA's in-house expertise. Facilitators will establish expectations and desired outcomes at the beginning of each roundtable.
- Create and oversee participant registration process including participant hotel reservations.
- In consultation with NAICJA Staff, develop post-roundtable evaluation to measure engagement and collect feedback.
- In consultation with NAICJA Board, create luncheon and refreshment menus and place orders.
- Attend roundtables, record proceedings and decisions, and distribute and collect evaluations

2) Bureau of Justice Assistance Grant—Program Coordinator will assist the NAICJA Staff with completing deliverables related to NAICJA's cooperative agreement and grant projects, including a U.S. Department of Justice, Bureau of Justice Assistance Tribal Civil and Criminal Training and Legal Assistance (TCCLA) project to provide technical assistance and training for TCCLA grantees.

- Coordinate all aspects of meetings, trainings, and conferences, including analyzing post-training data and activities.
- Assist with project specific database management.
- Assist with research, drafting, layout, and design of technical publications.
- Assist with developing and executing off and on-site training and technical assistance.
- Complete administrative tasks as they pertain to the grant activities.

3) 2014 National Tribal Judicial & Court Clerks Conference ICWA Track--Program Coordinator in coordination with NAICJA's Conference Committee and Board of Directors will:

- Manage & reimburse presenters' fees and miscellaneous travel costs, and administer need-based scholarships for tribal judge attendees.
- Publicize and facilitate conference.
- Develop and administer evaluation forms at close of conference that include judicial action plans (i.e., actions attendees personally plan to take in order to utilize information from conference in daily practice.)
- Analyze and write a summary of lessons learned based on feedback.
- Write post-conference report detailing attendee demographics, summarizing evaluation/action plan feedback, and assessing the need for future judicial trainings or technical assistance concerning ICWA compliance, data informed decision making, Title IV-E requirements, and/or American Indian and Alaska Native child well-being.

5) Funding Development

NAICJA's funding to carry out its mission and goals comes from federal grants, non-profit foundations, tribal donations, membership fees, and conference registration fees. The Program Coordinator's responsibilities include identifying funding sources to sustain and continue the operation of NAICJA

Salary:

Salary depends on qualifications and available funding.

Qualifications:

The Program Coordinator must be a self-starter who is able to complete tasks with limited oversight, but also willing to seek guidance and consult regularly with the NAICJA Board of Directors, Committees, and Staff.

Education and/or Experience:

Required:

- Juris doctorate (J.D.) or Master's degree (M.A.) in Public Administration, Public Policy, or other applicable advanced degree. Extensive experience in a relevant field may satisfy the advanced degree requirement.
- Substantial previous experience with American Indian and Alaska Native persons, communities and/or tribal justice systems (may be substituted for advanced degree)
- Background in training and technical assistance for tribal audiences
- Experience in administering grants desirable
- Experience working with a non-profit organization desirable
- Demonstrated experience in developing evaluation tools and summary reports
- Event planning experience desirable

Language/Writing Skills:

Must possess strong written communication skills, including excellent grammar, spelling and proofreading skills. Strong computer skills required including proficiency in Internet-based research, Microsoft Office applications, and familiarity with or willingness to learn process for updating NAICJA website.

Communication/Presentation Skills:

Must possess strong oral communication skills. Demonstrated ability to communicate orally to a variety of audiences. Proven ability to communicate in a culturally sensitive environment.

Reasoning Ability:

Ability to solve practical problems as well as address the complex challenges related to working within tribal communities and tribal justice systems is essential. Experience interfacing with tribal and/or state judiciary highly desirable.

Preferred: Advanced understanding of federal Indian law and tribal legal systems.

Organizational Skills:

Must be a highly organized and self-directed individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

Physical Requirements:

Light lifting and stretching. Manual and finger dexterity for the operation of a personal computer, calculator and routine paperwork. Ability to recognize correctly all letters of the alphabet and numbers without transposition. Ability to sit for extended periods of time. Tolerance for extended exposure to computer screen.

Other Requirements:

Some Travel is required. Specifically, the Program Coordinator must attend the 2015 National Tribal Judicial and Court Clerks' Conference on October 6-9, 2015 and related training and technical assistance on-site visits, conferences, and roundtables. Must possess and maintain a valid State of Colorado Driver's License. Must undergo and pass a criminal background check.

How to Apply

Submit via email, a letter of interest, resume, one writing sample, and names and contact information of three references to:

Justice Richard Blake
President, Board of Directors
National American Indian Court Judges Association
Email: Hoopajudge2006@aol.com and nikki@naicja.org

Application deadline: June 22, 2015.