



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION

SERVING TRIBAL JUSTICE SYSTEMS SINCE 1969

1942 BROADWAY, SUITE 215 / BOULDER, CO 80308 | PHONE 303.449.4112 | FAX 303.449.4038

POSITION ANNOUNCEMENT

Job Title: Program Administrator

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. Responsibilities will include duties related to a range of current NAICJA programs and projects:

Salary:

Salary depends on qualifications and available funding.

Primary Duties:

The Program Administrator 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 Executive Director, Board of Directors, and Committees. Responsibilities include:

- Oversee the coordination of grant and project deliverables.
- Monitor and ensure grant reporting deadlines are met and grant deliverables are completed
- Assist with delivery of project goals as set forth by grant proposals and cooperative agreements
- Communicate project statuses to NAICJA Executive Director, NAICJA Board of Directors, and Committees
- Coordinate and supervise consultant project tasks
- Serve as a contact for funding agencies and grant managers
- Coordinate grant financial matters with NAICJA Executive Director, Treasurer, and Board of Directors
- Develop resources and training materials, including curriculum, Power Point presentations, brochures, and other written materials for use in education and technical assistance services
- Assist with development matters as needed.
- Facilitating the convening of the Annual National Tribal Judicial and Court Clerks Conference.
- Supporting NAICJA Board of Directors and Steering Committee.
- Additional assigned duties related to current NAICJA projects.

Qualifications:

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
- Substantial previous experience with American Indian and Alaska Native persons, communities and/or tribal justice systems
- Background in training and technical assistance for tribal audiences
- Experience in administering federal grants
- Experience working with a non-profit organization desirable
- Demonstrated experience managing budgets and producing financial reports
- Experience authoring successful grant proposals desirable
- If a J.D., must be in good standing with all jurisdictions where admitted to practice.

Strongly preferred:

- Juris Doctorate (J.D.) earned from an A.B.A. accredited law school with tribal justice system or American Indian law practice experience.

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, budgetary software (especially Quick Books) and familiarity with or willingness to learn process for updating NTJRC website.

Communication/Presentation Skills:

Must possess strong oral communication skills. Demonstrated ability to communicate orally to a variety of audiences. Ability to present educational workshops for tribal nations and organizations on issues pertaining to related projects. 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 federal and state governments 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:

Travel is required. 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 cover letter, resume, one writing sample, and three references to:

Justice Richard Blake

President, Board of Directors

National American Indian Court Judges Association

Email: president@naicja.org

Application deadline: May 20, 2016.