



Executive & Project Assistant

Job Type - Part Time & Contract

Remote Position - Yes

Wage - \$16 per hour

Hours per week – 15-20 hours

Published – 2/21/2020

Application Deadline – 3/13/2020

Start Date – ASAP

End Date – NA

Address

PO Box 1052
Manistee
Michigan
United States

Description

Overview of the Native Justice Coalition: The NJC is a grassroots, community based, and progressive Native led coalition based in Anishinaabe Aki (Michigan). We work mostly in our rural and remote Anishinaabe communities. How we define being progressive is based in centering Native people in racial justice or harm reduction that has culturally sensitive supports for healing. Our work includes the following: annual Anishinaabe Racial Justice Conference, Anishinaabe Healing Stories Project on Racial Justice Program, Two-Spirit Program, MMIWG2S Project, Harm Reduction Project, and an Anishinaabe Racial Justice Coalition. We work across our tribal communities in the Great Lakes.

Job Details: This position is part time and remote position. It is flexible based on your schedule or another job commitment. However it is expected that you can work during the day hours (9 am – 6 pm) especially Monday-Thursday. It is expected you work some weekends for our events and conference that take place across the region.

The Executive and Project Assistant works with the Executive Director to enhance productivity and maximize the Native Justice Coalition's impact. The ideal candidate will enthusiastically embrace their role, taking pride in outstanding execution of all tasks and projects, regardless of size and scope. The successful candidate for this position is proactive, resourceful, detail-oriented, well-organized, and demonstrates good judgment and decision-making skills. This role has great potential for growth and is an excellent opportunity for an individual looking to demonstrate expertise in project management, executive management, administrative generalist

experience, and leadership skills for a growing regional organization.

We understand that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

KEY RESPONSIBILITIES:

Administrative Support

- Assume a proactive role in increasing the productivity, efficiency, and organization of the Executive Director, ensuring that time is focused on accomplishing the organization's highest priorities.
- Maintain strong communications with the Executive Director.
- Support timely and efficient communication internally and with external key community partners.
- Manage logistics for various meetings, events and board meetings, including researching and meeting preparation.
- General administrative support, data entry, database management, grant research, and project research.
- Other duties as assigned.

Strategic Projects

- Serve as liaison to community partners and stakeholders by managing communication and logistics, including researching and event preparation.
- Plan and execute projects, events, and initiatives that support the effectiveness and growth of the coalition and all of our programs.
- Support our annual Anishinaabe Racial Justice Conference through administration, coordination, community outreach, and regional collaboration.

Qualifications

- Minimum of three to four years of work experience in a similar setting with executive leadership, preferably in a not-for-profit environment.

- Minimum Associate's degree or Bachelor's degree.
- Must have knowledge and experience working in the Native American community.
- Proficiency in Google Suite and MS Office Suite.
- Superb interpersonal, written, and verbal communication skills.
- Outstanding time management skills, with proven ability to multi-task and manage changing priorities effectively.
- Demonstrated ability to execute on both short-term, deadline-driven tasks as well as long-term, complex projects alike.
- A strong work ethic and positive attitude, with a willingness to be flexible and do whatever it takes to get the job done.
- A professional and resourceful style with good instincts about when to work independently and when to leverage support from others.
- Sound judgment, maturity, and the ability to handle sensitive and confidential information with discretion.
- Exceptional attention to detail, writing, and editing skills.
- Demonstrated ability to learn new tasks quickly.
- Cultural awareness and humility; ability to build positive relationships with diverse people.
- Commitment to diversity and inclusion; evidence of cultural sensitivity in past employment and life experiences.
- Preference is given to candidates living in Michigan as well as residing in specific areas such as NW Michigan (Manistee, Cadillac, Ludington, etc) and West Michigan (Muskegon, Holland, Grand Rapids, etc).

Benefits

\$16 per hour for part-time availability of 15-20 hours per week. This is a part time and contractual. The NJC is in year three of grant funding so we are unable to provide benefits, insurance, personal, sick, or vacation days. However, we will accept flexibility in your schedule with honest and timely communication.

Equal Employment Opportunity Policy

The NJC is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, gender expression, national origin, socio-economic status, ethnicity, age, physical ability, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the law. The NJC will not tolerate discrimination or harassment based on any of these characteristics. We seek to increase the presence, representation and inclusion of U.S. historically under-represented Native American, People of Color, bilingual and bicultural peoples; and, to provide an environment that will attract and retain individuals identified as Two-Spirit, lesbian, gay, bisexual, and transgender (2SLGBT+).

Location

This is a remote position. Regular team meetings will take place remotely via Zoom/Skype teleconference. Occasional meetings will take place across Michigan. In person meetings are TBD.

How to Apply

Please familiarize yourself with the Native Justice Coalition website before applying. Then, send a cover letter, resume, and two references to cecelia@nativejustice.org with the subject line “**Executive Assistant Position.**” Submit in Word or PDF. Please submit application materials by Friday 3/13/20 by 11:59 pm EST.

Native Justice Coalition
Cecelia LaPointe
Executive Director
PO Box 1052
Manistee, MI 49660

Applications are reviewed on a rolling basis. Interviews expected to take place the week of March 16, 2020.

Thank you for your interest!