



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION
SERVING TRIBAL JUSTICE SYSTEMS SINCE 1969

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Request for Proposals
Virtual Conference Coordinator

The National American Indian Court Judges Association (NAICJA) invites proposals for a Conference Coordinator for the National Tribal Judicial and Court Personnel Virtual Conference, October 20-21, 2021. The virtual conference will provide quality, culturally-appropriate topics highlighting American Indian, Alaska Native, Native Hawaiian, and First Nations justice systems to more than 200 tribal judges, peacemakers and court personnel, with 20+ presenters, and 10+ vendors and exhibitors.

About NAICJA and this Project

NAICJA's members include tribal court trial and appellate judges, peacemakers, other tribal persons responsible for resolving disputes, attorneys, Indian law practitioners and professors, court administrators, court clerks, tribal government officials and other persons supportive of NAICJA's goals. NAICJA members are involved in the daily operation of tribal courts and other non-adversarial traditional methods of dispute resolution, such as peacemaking. Tribal justice systems and NAICJA members handle a wide range of subject areas including criminal and juvenile matters, domestic relations, complex tort and contract claims, election and membership disputes, and employment matters.

Participants at NAICJA conferences will learn about major recent court decisions and legislation as well as emerging practices that improve the quality of tribal justice administration while maintaining fidelity to tribal traditions, customs, and values. Conference attendees will also have the opportunity to network with and learn from their tribal court peers.

NAICJA seeks a committed and energetic professional to work with the Board of Directors and Conference Committee to execute this national conference. Prior experience planning national and tribal events preferred.

Summary – Responsible for supporting NAICJA staff in coordinating details of the 2021 National Tribal Judicial and Court Personnel Virtual Conference.

Primary Responsibilities – Including but not limited to:

1. Supporting and communicating with NAICJA staff in carrying out the conference plans.
2. Coordinate and monitor event timelines and ensure deadlines are met.
3. Event coordination and involvement of event logistics pre- and post-event, including registration and attendee tracking, interfacing with all presenters, presentation and material support, and evaluations.
4. Coordinate website registration process, including receipt and tracking of online registration for participants and presenters. Assisting with helping us to finalize a registration website.
5. Initiate, coordinate and /or participate in all efforts to publicize conference.
 - Edit and design promotional materials. (Save the Date)
 - Work with designer to develop conference materials.
6. Create invitee list and send out invitations and manage RSVP list (local tribal governments).
7. Ensure that conference budget is adhered to before and during conference.
8. Act as liaison for virtual platform coordination during the conference.

9. Coordinate with NAICJA staff to develop and oversee fundraising events, including securing sponsorships.

The ideal candidate has experience:

- Participating in a team to organize virtual (online) trainings
- Using social media platforms such as Facebook, Instagram, and Twitter
- Performing social marketing to promote the conferences and events and our products
- Assisting with finalizing agenda, (virtual) care of speakers, attendees, and sponsors, events coordination
- With Zoom
- With website editing/basics
- Managing our virtual tickets
- Creating fliers and social media content with Canva or Adobe Spark
- Assisting with tracking analytics and post-event reporting

Not required but a plus:

- graphic art experience
- knowledge of digital marketing
- media knowledge, including YouTube

Proposal Submission Must Include:

1. Company/Individual name and contact information
2. Cost Proposal (Flat, hourly or daily)
3. Resume of Experience in virtual event planning—
4. Please include any prior experience planning any virtual national or tribal sponsored event.
5. Management Plan, to include understanding of the Conference, highlights of management and logistic support to be provided.
6. Client References (please include 3)

Please submit proposal to: Nikki Borchardt Campbell, NAICJA Executive Director: nikki@naicja.org.

For questions, please contact: (303) 449-4112.

Proposal Due Date: ASAP, but no later than Friday, March 5, 2021.

Start Date: Immediately. End Date: December 31, 2021.