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## NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

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### VACANCY ANNOUNCEMENT

#### OFFICE/HUMAN RESOURCES ADMINISTRATOR

The Native American Rights Fund (NARF) in Boulder, Colorado, is seeking applicants with a strong background in Human Resources for the position of Office/Human Resources Administrator. NARF is a non-profit national Indian law firm that provides legal representation to Native American tribes, organizations and individuals throughout the United States. NARF is an Equal Opportunity Employer.

**JOB SUMMARY:** Manages the human resources functions and the day-to-day operations of the law office. Main responsibility is for personnel administration (including disciplinary actions, policy writing, compensation and insurance benefits). In addition to human resources, the position is also responsible for network and communications systems, physical facilities, and legal support functions. Provides administrative support for the Executive Director and the Litigation Management Committee. The Administrator identifies personnel needs, maintains employee relations, plans for the changing needs of the organization, shares responsibility with the appropriate senior managers for strategic planning, and contributes to cost-effective management throughout the organization.

See the full job description at <http://www.narf.org/contact-us/join-team/>

**QUALIFICATIONS:** Graduation from a recognized college or university with major course work in human resources, business or public administration, or any combination of equivalent education and experience. Experience working with American Indian Tribes and organizations.

**SALARY AND BENEFITS:** \$83,000 - \$113,000 depending on experience, plus generous benefits package that includes health, dental and vision insurance, and paid time off including vacation, sick leave, and medical/disability leave.

#### APPLICATION PROCEDURE:

Submit resume with cover letter, and names and contact information of three professional references no later than 5:00 p.m. Mountain Daylight time on Wednesday, September 1, 2021, by email to: Ron Mack at [rmack@narf.org](mailto:rmack@narf.org).

NARF is a non-profit national Indian law firm that provides legal representation to Native American tribes, organizations and individuals throughout the United States. NARF is an Equal Opportunity Employer. American Indian, Alaska Native and Native Hawaiian applicants are strongly encouraged to apply.