

**Position Title:** Program Assistant, remote

**Functional Department:** Support Team

**Position Reports To:** Director of Information & Technology

\_\_\_\_\_ Exempt      \_\_\_X\_\_\_ Non-Exempt

**About the National Indigenous Women's Resource Center:**

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

**Position Summary:**

The Program Assistant position is responsible for providing administrative support to the various program teams of the NIWRC, namely the Policy and Research team and the Technical Assistance and Training team. Specific duties are outlined below, but not limited to;

**Responsibilities:**

- Provide administrative support to (Policy and Research Team/Technical Assistance and Training Team) program staff, along with other Administrative staff.
- Set up appointments, conference calls, meetings and webinars, on a daily basis send reminders of scheduled activities and events.
- Maintain and update internal calendar with team activities, meetings, events and webinars.
- Research, develop and maintain a master calendar of events within the violence against Native women field.
- Assist program staff with development of google drive documents, and document filing in shared google drive folders/copying when needed.
- Participate in monthly staff and weekly team calls; maintain notes and initiate follow up on action items.
- Assist team leads with responding to phone calls and emails.

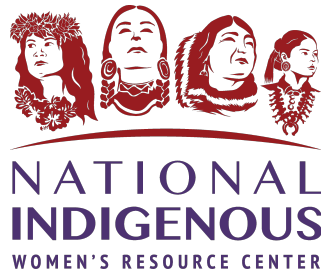
- Working with program teams to develop tracking documents for annual deliverables, track deliverables, updates to internal team calendars, and action item responsibilities.
- Assist with tracking of all team's deliverables and action items; help maintain and update work plans developed by team leads; send email reminders on upcoming deadlines.
- Assist with all team's special projects, by providing administrative support: included but not limited to; development of documents for maintaining notes for tracking progress, attending special projects meetings, and provide calendar updates for all staff awareness.
- Works with program staff to manage and track team and/or grant deliverables.
- Assist with the preparation and dissemination of information as needed.
- Proofing and copy editing of documents as required.
- Provide technical support on virtual and in-person events.
- Assist with website content posting and other IT/Support team needs.
- Assist with accessibility compliance.
- Assist with gathering and compiling analytics reports for the organization's communications team and for reports.
- Responsible for working with NIWRC staff for event planning, including getting details from the team to Logistics Coordinator for venue quotes, securing meeting sites, and on-site logistics management.
- Gather information needed for event planning.
- Assist staff and work with NIWRC's Logistics Coordinator for travel requests, credit card authorization requests, and hotel reservations.
- Provide administrative support to teams for gathering information to help coordinate staff travel, consultant travel/tracking, and entering into Consultant Portal.
- Coordinate resource and supply needs for meetings; coordinate shipments.
- Performs other related duties in coordination with NIWRC's team requests.
- Travel as assigned.

#### **Qualifications:**

- Education – 4-year college degree in a relevant field, B.A., B.S., or equivalent work experience.
- A demonstrated understanding of violence against Native women crimes and responses throughout the country, especially throughout Indian country and Alaska Native villages and in Hawaii.
- Excellent computer skills in Word, Excel, PowerPoint, etc.
- Experience with Adobe Photoshop, InDesign, Google Apps: Docs, Sheets, Calendar, Drive preferred.
- Experience with HubSpot
- Very organized, filing experience required.
- Excellent oral, written and interpersonal communication skills.
- Ability to resolve issues quickly and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships.
- Excellent writing skills, including copy editing.
- Be a self-starter as well as able to work as a team member.

#### **Work Habits:**

- Collaborative
- Organized



- Accountable and Competent
- Honest
- Reliable
- Respectful
- Excellent communicator
- Ability to multitask and work under tight deadlines

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*