



## **The National Native American Boarding School Healing Coalition**

### **JOB ANNOUNCEMENT: Full-Time EXECUTIVE ASSISTANT April 19, 2017**

Come work for a national Native organization focused on healing our families and communities from the boarding school experiences and abuses in the US.

#### **About Us**

##### ***Organizational Structure***

The National Native American Boarding School Healing Coalition (NABS) is a non-profit corporation, incorporated in June 2012 under the laws of the Navajo Nation. The Coalition was formed to discuss and develop a national strategy to focus public attention and foster healing for the wrongs visited upon individuals, families, communities, and American Indian and Alaska Native Tribal Nations by the Indian Boarding School policy of the United States. We are currently a staff of 1, a volunteer board of 7 directors, and a coalition of over 80 Native and Non-Native members and organizations committed to boarding school healing.

##### ***Mission and Goals***

The Mission of NABS is “to work to ensure a meaningful and appropriate response from responsible agencies for those Native American individuals, families, and communities victimized by the United States’ federal policy of forced boarding school attendance and to secure redress from responsible institutions in order to support lasting and true community-directed healing.” Our goal is to increase public awareness and to develop health and wellness strategies in the American Indian population that are holistic, community supported, and culturally appropriate toward countering the traumatic intergenerational effects of the boarding school policy.

In addition to the first step of reconciliation, truth-telling about the entirety of what happened as a result of the boarding school policy and how the negative impacts are carried on today, we also seek reparations in the form of support from responsible institutions for the provision of appropriate, lasting, and truly community-led healing. NABS project work requires communication and collaboration with many tribes, tribal organizations, and other Native American groups and organizations, various federal agencies and government officials, various church denominations, researchers and other experts in trauma, healing, and community relations. Proficiency in verbal and written communication, as well as familiarity with media of all sorts, is essential to the broad range of communication required to effectively accomplish the Coalition’s purposes.

##### ***Current Programs***

NABS manages four programs:

1. **Awareness** – Promote awareness of the US Indian Boarding School Era, policies, and history through education and outreach emphasizing truth telling about government and church involvement, the resulting trauma, and the lasting effects of the Boarding School Era and experiences.
2. **Action** – Take action to facilitate, sponsor, or participate in events, workshops, conferences, and to publish, support, or disseminate research and reports that support awareness, healing, and justice of



Indian Boarding School survivors and their descendants.

3. **Justice** – Seek justice through pursuit of restitution, reparations, redress, public apology and official acknowledgment from all government and religious institutions involved.
4. **Healing** – Provide opportunities, training, models, and education for community-led, culturally relevant, spiritual, emotional, and psychological healing based on facts and research regarding historical, generational, and complex trauma.

## Full-Time Position of Executive Assistant

### **Job Description**

The full-time Executive Assistant will report directly to the Executive Officer and provide support with all aspects of running operations, programs, development, and communications for NABS.

Duties will include the following:

- Administrative tasks such as creating letters, reports, power points, proofreading, booking travel, expense reporting, scheduling meetings, and answering general inquiries.
- Social media administration and tracking for Facebook, Twitter, Instagram, YouTube, etc.
- Light accounting via book keeping and financial administration
- Office clerical tasks such as filing, copying, collating, assisting with mailings, ordering supplies, answering the phone, etc.
- Membership engagement, community outreach, meetings, conferences, and events
- Synthesis of research and resources, and other tasks as assigned and as needed

### **Qualifications**

- Minimum of four-year college degree or work equivalent
- Familiarity with and work experience in Native American communities
- Knowledge of the American Indian and Alaskan Native Boarding School history and the legacy of the schools
- Experience and proven success at professional-level functioning in a variety of contexts
- Proficient in Microsoft Word, Excel, and PowerPoint
- Experience with Adobe Creative and/or Adobe Professional for light editing
- Experience with inputting into QuickBooks or willing to learn
- Must be attentive to detail and able to work on self-directed basis
- Some nights and weekends as needed, as well as potential for 10% travel

Great opportunity for someone who wants to learn beyond their role and grow their career. 90-day probationary period. Generous benefits package and competitive salary.

## Application Process

**All applications will be received via email.  
No phone calls or snail mail.**

Applications must include the following all in one PDF:

- Cover letter
- Resume
- Salary history and requirements
- Three professional references w/ email and phone number

**E-mail applications to:**  
cmccleave@nabshc.org

**Subject Line:** LAST NAME, Executive  
Assistant Application

**Application deadline is**  
**FRIDAY, MAY 19, 2017**  
**at 11:59 p.m., CDT**