



Utah Diné Bikéyah

- a non-profit supporting Native Tribes working together to **Protect Bears Ears** -

www.utahdinebikeyah.org

info@utahdinebikeyah.org

(385) 202-4954

FB @UtahDineBikeyah | Twitter @UtahDineBikeyah | Instagram @ProtectBearsEars

Assistant Director Position Announcement

Contact: Gavin Noyes, Executive Director, protectbears@protectbears@gmail.com

Organizational Background

Utah Diné Bikéyah (UDB) is a 501(c)(3) nonprofit organization with a mission to preserve and protect Native American cultural and natural resources on public lands in San Juan County, Utah. Through Native grassroots community engagement, UDB is assisting the Hopi, Zuni, Ute Mountain Ute, Ute Indian Tribe, and the Navajo Nation to establish strong collaborative management and a land management plan that supports traditional activities and resources. UDB works to change policies and integrate traditional knowledge, and strengthen communities by collecting and organizing Native wisdom in cooperation with tribal nations. For more information, please visit www.utahdinebikeyah.org.

Position

This is a full-time (40 hours/week) position. Salary is based on qualifications and experience. Reporting to the Executive Director, the Assistant Director position ensures that organizational mission and programs are effectively carried out and communicated to funders, partners, and the public. Position will be located in Salt Lake City, Utah. Frequent travel will be required. Native American hiring preference.

Job Responsibilities Include

- Oversee programs and staff in management planning, community engagement, events, youth programs, and office administration
- Travel, maintain communications, and actively support leaders of the Bears Ears Commission of Tribes and staff
- Work closely with consultants
- Facilitate partner and staff meetings
- Develop and administer staff work plans
- Write and edit organization communications
- Write grant requests and fulfill grant reporting requirements

Skills and Knowledge

- Master's Degree in Natural Resources field (biology, archaeology, anthropology, etc.) or Master's of Public Administration (or similar), or JD
- 2+ years of experience in organizational management and/or administration
- Excellent writing and inter-personal communication skills
- Extensive experience working with Native American Tribes and communities
- Willingness to adjust hours to accommodate the needs of the job

Application Instructions

Application deadline is January 12th. Qualified candidates should send a resume, letter of interest, writing sample, and two references by email to protectbears@protectbears@gmail.com.

Disclaimer

This description reflects UDB's best effort to describe the functions and qualifications of this position. It is neither a contract, nor an exhaustive statement of duties, responsibilities, or qualifications.