



Utah Diné Bikéyah

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

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Office Assistant 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 for Bears Ears National Monument. 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. Hourly wage is based on qualifications and experience between \$16-\$20 per hour. Reporting to the Executive Director, the Office Assistant position makes sure the office runs smoothly, and that detailed planning and attention are given to event logistics and travel. Position will be located in Salt Lake City, Utah. Native American hiring preference.

Job Responsibilities Include

- Maintain office services by organizing office operations and procedures
- Maintain organization schedule, office inventories, and shipping and receiving
- Organize, plan, and attend meetings, gatherings, and events
- Book board and staff travel
- Develop, promote, and maintain a range of volunteer opportunities (i.e. merchandize fulfillment)
- Respond to email and telephone inquiries and requests from donors, supporters, and the public

Skills and Knowledge

- Organizational and planning skills
- Proficient in basic computer applications, such as word processing and spreadsheets
- Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with the public and/or with challenging situations
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to work productively in an unstructured environment with frequent interruptions
- Knowledge of management principles and evaluation techniques related to volunteer programs

Application Instructions

This position is open until filled. Qualified candidates should send a resume, letter of interest, 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.