



Utah Diné Bikéyah

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

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Office Assistant, Position Announcement

Contact: Davina Smith, Director of Operations, davina@utahdinebikyah.org

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 Tribe, Pueblo of Zuni, Ute Mountain Ute, Ute Indian Tribe, and the Navajo Nation to establish strong collaborative management and a land management plan that supports cultural 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.utahdinebikyah.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 Director of Operations, 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 organizational systems, office inventories, and shipping and receiving
- Coordinate, organize and plan meetings, events, and maintain calendar
- Book board and staff travel
- Develop, promote, and maintain a range of volunteer opportunities (i.e. merchandize fulfillment, data entry, etc.)
- Membership, receive check/online donations, make deposits, send receipt/ thank you's, respond to member inquiries
- Check PO Box, Mailbox and ship merchandize and materials to staff

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 manner 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

Application deadline is October 15th, 2018. Qualified candidates should send a resume, letter of interest, and two references by email to davina@utahdinebikyah.org.

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.