“100 Years of Silence” Interim Project Director Position Announcement

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Organizational Background
Utah Diné Bikéyah (UDB) is a grassroots 501(c)(3) nonprofit organization with a mission to preserve and protect Native American cultural and natural resources and heal human relationships to each other and the Earth. Through partnership and funding from the Ute Mountain Ute Tribe, Utah Diné Bikéyah is hiring an interim position while the UMU Tribe undertakes the process of hiring the long-term position. This candidate will be encouraged to apply for the long-term position at the UMU Tribe. UDB has offices in downtown Salt Lake City, as well as in Bluff, Utah, however the position could be remote. Frequent travel to White Mesa, Utah and Towaoac, Colorado is required. Strong Ute hiring preference. For more information, please visit www.utahdinebikeyah.org.

Grant Project Summary
This grant project is led by the Ute Mountain Ute Tribal Council with input from a “Ute Advisory Committee” whose members include descendants of the victims of the 1923 events. Malcolm Lehi who serves as both the Ute Mountain Ute Council’s White Mesa Representative and as a Utah Diné Bikéyah Board Member is the key decision-maker who will guide activities. White Mesa elders and youth descendants will be deferred to and looked to as spokespersons. The goal of this project is healing and truth-telling. We believe that both are possible as research is carried out by the Tribe and this story is finally told from the Ute perspective. You can find reference to these events online by searching “Posing War,” or “The Last Indian War,” however these histories do not center Ute people or accurately reflect what occurred between March 26th to April 29th 1923. This “100 Years of Silence” project will center Ute voices and experiences of the events that took place between March 23rd and April 29th, 1923. We will facilitate Ute and public dialogue to understand what happened and why. We will also ask how we can collectively heal and learn from these events which were shaped by the entire United States social, legal, and historical context. This is a critical story for Ute People to tell and this funded project brings significant resources to explore it through people, historical research, media, and the arts.

Position Summary: Ute hiring preference, 2 years of experience, (with requirement to be mentored by an elder advisory committee member), or 7-10 years experience (without mentorship requirement). This is a 2/3 FTE, 18-month position that requires strong project management skills, a background in communications, government relations, and fundraising. This position will oversee all aspects of the 100 Year Anniversary commemoration including overseeing academic research, communications, two artists in residence, an archival assessment, choreographed oral presentations, and funding proposal development for a documentary film. This individual will serve as the primary point of contact to the funder, all project partners, consultants, and UMU Tribe staff leads. This position will convene and facilitate monthly descendant meetings, weekly project team calls, oversee communications team, and follow the lead of the Tribal Council and Advisory Committee. This individual will uphold the broad project vision while tracking the specific details, will set deadlines, ensure external deliverable deadlines and quality standards are met, and will ensure overall project success. This position will ensure any challenges or obstacles are raised and addressed in a timely manner. This position will provide financial and administrative oversight, will write and submit grant reports, as well as monitor and evaluate the project.

This non-exempt position averages 27 hours per week at a pay rate of $30-40/ hour (66% of a $50-80K salary per year) based on experience. Note: UDB does not expect to reach the upper end of the salary range unless a candidate is extremely well qualified and does not require mentorship. Reporting to the Executive Director, the 100 Year Project Director position makes sure the grant runs smoothly; is financially accountable to the UMU...
Tribal Council and Advisory Committee. Position should be located in or near Salt Lake City or San Juan County, Utah and requires 4-7 days of travel by car per month. Ute or Native American hiring preference. Ute language skills desirable.

Job Responsibilities Include

Skills and Knowledge
- Strong project management and supervisory skills (2-7+ years experience)
- Strong communications skills and 2+ years experience with web design, social media, and strong writing skills.
- Event planning experience
- Knowledge of project management principles, best practices, and software skills.
- Experience with fundraising and grant writing.
- Conducts oneself in a calm and professional manner.
- Strong attention to detail.
- Good creativity and problem-solving skills.
- Ability to work well among a diverse group of tribal leaders, staff and volunteers.
- Willingness to adjust hours to accommodate the needs of the job.
- Ability to work independently and productively in an unstructured environment.

Education/Experience
Undergraduate degree (B. A.) from four-year college or university plus 2+ years experience required. Advanced degree in Communications, Anthropology, Business, Public Administration or similar field desirable.

Application Instructions
Application will remain open until filled. Priority given to applications received by February 2nd, 2023. Qualified candidates should send a resume, letter of interest, writing sample, and two references by email to info@utahdinebikeyah.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.