



Wanted: Admin. Assistant for a Peace & Social Justice Organization

This is an opportunity to grow professionally while helping build Nakani Native Program, a well-funded, growing, community-based-organization.

We are looking for someone with expertise in working with northwest Native tribes and cultures and who has a deep commitment to, and-experience with, Native issues and people.

Our mission: "To provide social and political support to Native Americans in the Pacific Northwest to achieve a just society on a thriving Mother Earth."

Nakani's programs include:

Advocating for tribal sovereignty and treaty rights; supporting the Intertribal Canoe Journey; building bridges between cultures; and being one of many community organizations partnering with HealthierHere to transform Medicaid. You can help us with a new challenge: how do we adjust our work during the time of COVID-19?

College degree preferred but not required. Demonstration of experience successfully fulfilling minimum job requirements is required. Must be willing to learn and grow, improving processes and building skills that pay off over time. Must be able to work as part of a team as well as be a self-manager

Flexible schedule, including some evenings and weekends

Required skill areas:

1. Oral & written communication skills
2. Computer literacy
3. Self-organization & time management
4. Detail-Oriented

Must have strong experience & skills in at least four of the following (in order of importance):

1. Report and grant writing
2. MS Word and Excel
3. Database management
4. Social media
5. Event planning
6. Volunteer management
7. Simple bookkeeping
8. Updating website
9. Publication layout
10. Strategic planning
11. Research
12. Audio/visual skills

Application process: Submit a cover letter and resume via email NakaniInfo@gmail.com or mail to Jeff Smith at Nakani 814 NE 40th St., Seattle, WA 98105 by (date here). Successful first tier candidates will be interviewed and a final choice made when the best candidate is found. The successful candidate will start as soon as possible.

Nakani offers a competitive salary depending on experience. Benefits such as Health Savings Account available. Nakani does not discriminate and actively encourages candidates from marginalized communities and women. Please call Jeff Smith at 206-799-5719 or email him Nakaniinfo@gmail.com with any questions.