



NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

- Position:** Office/Human Resource Administrator
- Location:** Native American Rights Fund (NARF)
Boulder, Colorado
- Closing Date:** December 31, 2018
- Description:** The Native American Rights Fund (NARF) is a non-profit national Indian law firm representing tribes, Native organizations and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska.
- Summary:** Manages the human resources functions and the day-to-day operations of the law office. This position is responsible for personnel administration (including disciplinary actions, policies and procedures, compensation and employee benefits). The position oversees the communications and network systems, physical facilities and legal support functions. Provides administrative support for the Litigation Management Committee, screens all Requests for Assistance and responds to and records all those requests. Identifies personnel needs, plans for the changing needs of the organization, shares responsibility with the appropriate senior managers for strategic planning and contributes to cost-effective management throughout the organization. This position serves as Corporate Secretary, attends all Corporate Officers, Board of Directors and Executive Committee meetings; performs responsibilities as defined in the bylaws and maintains corporate records. Experience working with tribes or Native organizations is preferred. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. View the full job description at <http://www.narf.org/contact-us/join-team>. NARF is an Equal Opportunity Employer.
- Salary & Benefits:** \$74,640+ depending on experience, generous benefits.
- Application Procedure:** Submit a cover letter, complete resume, and contact information of three references no later than Monday, December 31, 2018 to Katrina Mora, Administrative Assistant, Native American Rights Fund, 1506 Broadway, Boulder, CO 80302 or by email at katrina@narf.org