



NATIVE AMERICAN LAND CONSERVANCY

TO ACQUIRE, PRESERVE, AND PROTECT OUR SACRED LANDS
A 501 (c)(3) NONPROFIT REGISTERED WITH THE STATE OF CALIFORNIA

Program Assistant I - Education & Stewardship

About Native American Land Conservancy

Established in 1998, the Native American Land Conservancy (NALC) is an inter-Tribal nonprofit organization. We protect and restore sacred sites and areas, and provide educational programming for Native American youth, families, and the general public. We are involved in a number of advocacy efforts and volunteer initiatives to preserve cultural landscapes on both private and public lands. We arrange volunteer events to help clean up and steward desert ecosystems. Led by Indigenous values, we also conduct scientific studies of cultural, biological, and historical resources. The NALC was created by leadership from an inter-Tribal cultural group interested in preserving off-reservation sacred sites. Today, the NALC's work is more important than ever as development continues at an ever increasing pace, threatening our sacred lands.

The Native American Land Conservancy seeks a Program Assistant for Education and Stewardship Programs to perform a variety of tasks supporting the mission of the Native American Land Conservancy (NALC) and its Project Managers. This includes providing administrative support to numerous NALC programs such as Learning Landscapes, Healing Landscapes, Speaking Landscapes, Save Our Springs, as well as volunteer-coordinated clean-ups, invasive species removals, educational events, and special events. Other duties include assisting program implementation, preparation of written material, and outreach (e.g. tabling, public communication, factsheets, website information, flyers, and presentation materials). The specific responsibilities of this position include:

- Assist the Conservancy's Program Division.
- Maintain regular communication with the Program Manager and NALC team regarding land management tasks and priorities.
- Assist with ecological restoration, site maintenance, and invasive species control projects as directed.
- Inspect fencing, gates, signage and conservation properties for dumping and invasive species.
- Install and maintain signage on NALC properties as necessary.
- Work directly with the Program Manager to plan, manage, track a comprehensive year-round calendar of volunteer training, needs, and programs.
- Assist in executing NALC's programs.
- With NALC staff, implement the management plans for all NALC programs including project budgets, timelines, resource needs, and deliverables.

- Coordinate and execute events such as the Learning Landscapes, Healing Landscapes, docent lead trips, volunteer work days, donor events, field trips, online programs, and general events.
- Assist in building out and assisting in programming directed at Tribal communities.
- Represent the NALC at community events.
- Maintain consistent communication with staff, donors, volunteers, and the community about events, volunteer opportunities, and activities.
- Promote NALC events through email blasts, social media channels, and NALC website.
- Support NALC's senior leadership and Board of Directors in donor engagement and cultivation of partner relationships.
- Assist in managing the volunteer program for the NALC.
- Assist in volunteer and docent management including cultivation, stewarding, and training.
- Work with the Program Manager and staff to locate and secure program funding and partnerships.
- Establish and/or maintain cooperative relationships with representatives of communities, Tribes, government agencies, nonprofit organizations, schools, etc.
- Complete word processing and editing tasks; prepare letters, memorandums, reports, follow ups, or other materials; check and tabulate statistical data; prepare and maintain Excel spreadsheets.
- Support department directors and other staff by coordinating meetings with local groups, partner agencies and organizations, neighborhood and business groups and other community stakeholders.
- Assist with preparation materials for the submission of grant applications; monitor and track grant revenues and expenditures, prepare and submit progress reports to issuing/governing agencies; research grant opportunities.
- Assist with preparation of agenda packets for assigned committees in cooperation with other department staff; assist with pre-meeting set-up and administrative support for committee meetings.
- Organize and maintain file systems; manage department files including digital files, records and indexes; receive, sort, distribute and file correspondence.
- Perform other tasks as directed, including special assignments for the Executive Director and Program Managers

Minimum Qualifications

Long-term employment is contingent upon successful completion of a 90-day probationary period. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree or 2+ years of relevant experience required.

Qualifications

Minimum of 1 year of experience successfully assisting multiple programs.

The ability and willingness to travel locally and nationally.

The ability and willingness to work remotely and independently.

Computer literacy and familiarity with webinar and remote work apps and programs.

Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience.

Ability to establish priorities, organize, schedule, and complete tasks independently.

Positive attitude.

An entrepreneurial approach in supporting the growth of the Conservancy.

Innovative in problem solving skills.

Valid driver's license and accessibility to transportation.

Preferred Qualifications

Land management and volunteer organizing.

Experience with Tribal communities and Tribal education.

Qualified Native American applicants are strongly encouraged to apply.

Work Load

Full-time. Occasional weekend or evening work as well as travel may be required.

Compensation

\$20.00-\$24.00/Hourly DOE

Note

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Equal Opportunity Employer

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

At Will Employer

This organization is an at-will employer as allowed by applicable state law.

How to apply:

To apply, please submit a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to **programs@nativeamericanland.org**. Use the subject line: NALC – Education and Stewardship Program Assistant. Submit files in one combined PDF. Priority will be given to applications submitted on or before 5:00 PM PT on July 27, 2023. Resume review will begin immediately.