

## **JOB ANNOUNCEMENT**

**Job Title:** Administrative Coordinator  
**Location:** Remote

### **SUMMARY**

The Tribal Law and Policy Institute (TLPI) is Native American operated non-profit corporation organized to design and deliver education, research, training, and technical assistance programs that promote the improvement of justice in Indian country and the health, well-being, and culture of Native peoples. For more information, please visit [www.home.tlpi.org](http://www.home.tlpi.org). The **Administrative Coordinator** is a full-time position and the lead responsible for the administrative coordination of a multi-year federal grant.

### **PRIMARY DUTIES**

The primary responsibilities of this position include providing day-to-day administrative support to accomplish federal grant goals and objectives. Day-to-day support includes, but is not limited to:

- 1. Coordinate setting up, scheduling, meeting minutes and action items for project meetings.**
  - Track staff schedules and availability for meetings
  - Create Outlook meeting reminders
  - Coordinate and confirm meetings with all participants
  - Post meeting dates and times on SharePoint and/or Outlook
  - Send email reminders to staff/participants about upcoming conference calls/meetings on the day before and the day of the meeting
  - Coordinate agenda development and distribution of meeting materials in advance of meetings
  - Lead for setting up technology needs and hosting virtual meetings (via Zoom or other webinar platforms)
  - Prepare accurate and detailed meeting minutes and distribute to participants
  - Document action items and assist with coordination and tracking of action items
- 2. Assist with developing and coordinating electronic communication**
  - Assist with the drafting and formatting of email blasts (via Constant Contact)
  - Assist with drafting and formatting of electronic newsletters, virtual magazines and announcements
  - Assist with website updates
- 3. Resource and materials coordination**
  - Assist with editing and formatting resources and training materials, including curriculum, PowerPoint presentations, brochures, and other written materials
  - Coordinate materials with printing vendors and/or print materials directly
  - Prepare materials for shipment to meetings, trainings, conferences, etc.

**4. Data entry and document organization coordination**

- Assist with data entry tasks in project database
- Assist with compilation of needs assessment and evaluation data
- Assist with organization of project documentation (via SharePoint, drop box, Civicore, etc.)

**5. Assist in coordination of national and regional meetings, conferences and training and technical site visits by assisting with the logistical planning, coordination, and delivery, including but not limited to:**

- Compilation and coordination of printed materials
- Logistical arrangement with the conference facility
- Onsite set up
- Registration
- Sponsorships
- Name badges
- Cultural presentations
- Participant lists
- Audio Visual equipment and technology arrangements and setup
- Banquet Event Orders
- Coordinate 508 compliance

**6. Coordinate Travel and related logistics**

- Coordinate staff and consultant airfare, lodging reservations and ground transportation
- Coordinate registration for staff and consultants
- Ensure all travel is in accordance with USDOJ financial guidelines and TLPI travel terms
- Coordinate financial needs as it relates to travel (including credit card authorization forms for consultants, payments for hotels, car rentals, etc.)
- Distribute travel confirmations

**7. Assist with the execution and delivery of grant goals and objectives**

- Assist with project specific tasks, as requested
- Participate and contribute on project conference calls and meetings
- Maintain grant binders (including creating new grant binders, updating existing grant binders with updated reports and proposal materials)

**SUPERVISORY RESPONSIBILITIES**

No direct supervisory responsibilities.

**QUALIFICATIONS**

**Education and Experience:**

*Required:* Bachelor's degree or other applicable advanced degree and at least five (5) years of administrative experience.

*Preferred:* Experience in coordinating or organizing a project, grant, or community event; experience in creating or improving administrative systems or procedures; experience working

with a tribal organization or Tribe; experience working in tribal criminal justice systems; background in American Indian Studies, American Indian legal research, American Indian focused field of study or business administration degree.

**Organizational Skills:**

*Required:* Demonstrated ability to organize and prioritize high volume information and/ or data and effectively produce a successful outcome.

**Language/Writing Skills:**

*Required:* Demonstrated ability to read and write professional correspondence.

*Preferred:* Familiarity with development of training materials. Familiarity with basic graphic art and design principles. Ability to check citations for accuracy. Ability to format word documents, emails, and other materials. Ability to check for grammatical errors.

**Reasoning Ability:**

*Required:* Demonstrated ability to solve practical problems.

**Leadership:**

*Required:* Demonstrated leadership ability and ability to work independently.

**Other Skills and Abilities:**

*Required:* Proficient in a wide range of computer programs such as Microsoft Word, PowerPoint, Outlook, SharePoint, Excel, Adobe Acrobat, Nitro PDF, Zoom, Constant Contact and other applicable technological programs. Demonstrated proficiency setting up virtual meetings on Zoom, GoToMeeting, and/or GoToWebinar.

**Remote Work:**

*Required:* Demonstrated ability to work effectively and successfully in a remote team environment.

**SALARY AND BENEFITS**

Salary will be based on qualifications and experience. Full benefits include medical, vision, dental, life, 403 B retirement, supplemental insurance, vacation, and sick leave pay.

**HOW TO APPLY**

To apply for this position, please submit a cover letter and resume with two references. The cover letter must detail your interest in this position, your experience and explain how you are qualified based on the required qualifications listed in this announcement.

Submit your application via email to Jessica Harjo, Operations Director, at [Jessica@tlpi.org](mailto:Jessica@tlpi.org). All inquiries should be directed via email to [Jessica@tlpi.org](mailto:Jessica@tlpi.org). Incomplete applications will not be considered.