Position Title: Program Associate, Pop Culture + Media  
Location: Remote  
Reports to: Director of Pop Culture + Media  
Status: Full-time, Exempt  

Position Summary  
Reporting to the Director of Pop Culture + Media, the Program Associate serves as an integral member of the IllumiNative team and works across IllumiNative’s Pop Culture program to facilitate and steward high impact campaigns to build power for Native people. The Program Associate will be responsible for playing a crucial role in supporting organizational and partnerships with industry partners and allies, manage stakeholder relations, and support the efforts of our Pop Culture + Media work.

The Program Associate will assist in identifying and analyzing short term and long-term barriers and opportunities for change in the entertainment industry, identify and bring together diverse stakeholders, conduct outreach on behalf of the IllumiNative team, and foster a collaborative environment between internal teams and external partners.

This position will support Pop Culture + Media research and projects to build power for Native peoples in the entertainment and media industries.

Organization Summary  
IllumiNative is a national, Native woman-led racial and social justice organization. Our mission is to build power for Native peoples by amplifying contemporary Native voices, stories, and issues to advance justice, equity, and self-determination. We utilize research, narrative and culture change strategies, movement-building and digital organizing to dismantle white supremacy and mobilize public support for Native issues. To learn more about our work, visit www.illuminatives.org.

Responsibilities and Tasks  
• Manage the Pop Culture + Media teams internal tracking system to provide updates, timelines, etc. to executive leadership on projects and partnerships.
• Organize, schedule, and coordinate meetings and conferences, including contacting stakeholders, developing meetings agendas and materials, and maintaining accurate meeting notes and action item lists.
• Support campaigns and project activities including outreach, research, communications, and announcements.
• Handle correspondence and communications with partners.
• Create and maintain contact lists, databases, and talent lists.
• Coordinate monthly reports to track the impact of projects and partnerships.
• Conduct research as necessary to support program work.
• Work with the Pop Culture + Media Director to develop systems to ensure consistent, high-quality project management.
• Lead, develop, and manage creation of social media, press, and reports as needed.
• Evaluate, troubleshoot, and report on impact of programs and special initiatives.
• Coordinate and collaborate with communications team to ensure effective messaging about programs and special initiatives.
• Other duties as assigned.

Education, Experience, Knowledge, Skills, and Ability
• Bachelor’s degree is required.
• Minimum 1 years’ experience in nonprofit, tribal, movement, or related organization.
• Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative’s mission and commitment to building power for Native peoples.
• Ability to work effectively in collaboration with diverse groups of people in a remote setting.
• Experience in taking a hands-on approach in leading a variety of initiatives. A strong candidate should have previous experience developing and operationalizing strategies for a program or project.
• Strong written and verbal communication skills; a good communicator with excellent interpersonal and multidisciplinary project skills.
• Ability to collaborate and communicate with internal as well as external partners and other organizations.
• A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
• An individual who can handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
• Innovative thinker, with a track record for translating strategic thinking into action plans and output.
• Self-reliant, good problem solver, and results oriented.
• Ability to make decisions in a changing environment and anticipate future needs.

All employees of NVF are required to complete timesheets.

How to Apply
Please complete this short Typeform questionnaire to apply.
Compensation and Benefits
Salary range
$40,000-$60,000

Benefits
Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

Hiring Statement
IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy
To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.