

Position Description

Position Title: Program Associate, Campaigns and Organizing

Location: Remote

Reports to: Campaigns and Organizing Manager

Status: Full-time, Exempt

Position Summary

Reporting to the Campaigns and Organizing Manager, the Program Associate serves as an integral member of the IllumiNative team and works across IllumiNative's Campaigns and Organizing program to facilitate and steward high impact campaigns to build power for Native people. The Program Associate is responsible for organizational and partnership duties, manages stakeholder relations, and supports the efforts of our Campaigns and Organizing work.

The Program Associate will assist in identifying and analyzing critical short term and long-term barriers and opportunities for narrative change, work to bring together diverse stakeholders, conduct outreach on behalf of the IllumiNative team, and foster a collaborative environment.

This position will also be responsible for the day-to-day management of various project teams, liaison across organizations and departments, and act as an ambassador for the organization.

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

Responsibilities

- Manage the Program's teams internal tracking system to provide updates, timelines, etc. to staff.
- Assist with campaign and project management.
- Organize, schedule, and coordinate meetings and conferences, including contacting stakeholders, coordinate the development of meetings agendas and materials and maintaining accurate meeting notes and action item lists.
- Support campaigns and organizing activities including outreach, contact management, communications and other duties as assigned.
- File and organize correspondence and communications for campaigns and partnerships.
- Create and maintain contact and group lists, utilize databases as necessary to prepare and send mass communications as necessary.

- Support the Campaigns and Organizing team to develop materials and reports.
- Coordinate monthly reports to track the impact of campaigns and engagements.
- Conduct research as necessary to support program work.
- Work with Campaigns and Organizing staff to develop systems to ensure consistent, high-quality project management.
- Lead, develop and manage content creation and events 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 2 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 is able to 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 send a resume, cover letter, and portfolio with relevant samples of your work to lincoln@illuminatives.org.

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.