



COALITION to STOP VIOLENCE AGAINST NATIVE WOMEN

Membership and Communications Project Assistant (Part-time)

The Membership and Communications Project Assistant is responsible for providing project, event and administrative support to the Coalition's overall membership and communication efforts (electronic list serve and social media management, website development, advocacy and prevention). Assists logistical support and event prep to the Membership and Communication Department. Assists the Coalition's strategic efforts in training and education that support the mission, goals, and objectives of Coalition to Stop Violence Against Native Women (CSVANW).

- Supports the coordination and evaluation of the Coalition's community-based membership and outreach project initiatives that may include registration set up, logistical support and data entry.
- Provides support to the Membership and Outreach Director in developing culturally competent and educational materials for marketing and outreach efforts.
- Helps with event preparation and assists with outreach for events and meetings.
- Supports grant reporting for project initiatives that include data entry and assessment of initiative efforts through different software.
- Identifies and supports the prioritization of current and future project initiative needs of the Coalition's project coordinators.
- Performs other duties as may be assigned by the Membership and Outreach Director.

Ideal candidate will have two (2) years of directly related experience preferably working in a nonprofit capacity or with tribal entities. Must be proficient of MS Office 365 applications, WordPress, Canva, and Adobe Photoshop and have experience with both record and document management. An equivalent combination of relevant education and/or experience may be substituted.

Position is part-time. Some evenings/ weekends. Native preference applies. Please send a cover letter, resume, and a one page limited writing sample by email to the CSVANW Office Coordinator, Latonya Williams, at lwilliams@csvanw.org Deadline to apply: September 25, 2020.