



Media and Project Assistant (Part-time)

The Media and Project Assistant is responsible for providing project and operational support to the Coalition's overall training and education efforts (training, education, awareness, advocacy, and prevention). Assists the Coalition's Training and Education Director and project coordinators with logistical support and event preparation. Assists the Coalition's strategic efforts in training and education to support the mission, goals, and objectives of the Coalition to Stop Violence Against Native Women (CSVANW). This is an hourly, non-exempt position in Albuquerque, NM.

Duties and Responsibilities:

- **Event coordination:** Supports the coordination and evaluation of the Coalition's community-based training and education project initiatives that may include registration set up, logistical support and coding of evaluations
- **Co-develop training materials:** Provides support to the Training and Education Director in developing culturally competent and educational materials for training and education efforts
- **Media support:** Assists with training and education preparation, media, IT, registration, and website updates
- **Reporting support:** Supports grant reporting for project initiatives that include coding, evaluations data collection, and assessment of initiative efforts
- **Supporting coordinators:** Supports the project initiative needs of the Coalition's project coordinators
- Performs other duties as may be assigned by the Training and Education Director

Working Conditions

- Sensitive areas of violence will arise; commitment to individual healing and wellness is essential
- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials
- May be required to work weekends and/or during the evenings; work may require local travel
- Requires sitting a majority of the time, with limited walking and standing
- May occasionally require lifting of various materials and equipment to a maximum of 25 pounds

Demonstrated knowledge and a minimum of two years' work experience in one or more of the following:

- A social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice)
- Grassroots or community organizing efforts addressing social inequities

- Non-profit organization
- Must be proficient of MS Office, including Excel, Word, and Outlook and have experience with both record and document management
- Be able to perform work effectively and efficiently; knowledge of OneDrive, Zoom, Canva, Constant Contact, AirTable, and Miro is desirable

This position is part-time at 20 hours/week at a rate of \$20/hour. Native American preference applies. Please send a cover letter, resume, and three professional references by email (subject line: MEDIA AND PROJECT ASSISTANT POSITION) to CSVANW Office Coordinator Orlinda Abeyta at oabeyta@csvganw.org.

Deadline to apply: OPEN UNTIL FILLED

Employee Acknowledgment

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I can perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer immediately. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA). By signing below, I acknowledge receipt a copy of my job description.

Employee Signature: _____

Date Approved: _____

Reviewed: _____