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JOB ANNOUNCEMENT PROGRAM COORDINATOR POSITION

The California Indian Law Association (“CILA”) is looking for an independent contractor to serve as the Program Coordinator for CILA. This position requires outstanding organization, proof-reading skills and expertise in using Microsoft to create consistent styles, format documents, correspondence, and reports. The position is supervised by the CILA Board of Directors (“Board”).

Responsibilities:

- Recording and drafting meeting minutes for Board consideration and approval;
- Preparing and formatting correspondence to membership;
- Assist Conference Committee in the planning and execution of annual conference and gala;
- Compiling and organizing conference and continuing education event materials;
- Researching and summarizing CILA policy decisions for Board consideration;
- Other similar tasks as assigned by the Board.

Required Skills, Education and Experience:

- Ability to take direction from a board of busy, qualified professionals;
- Exceptional skills in the advanced features of Microsoft Word/Excel and Adobe Acrobat;
- Meticulously detail-oriented;
- Ability to work independently and remotely without constant direct supervision;
- Students may apply.

Preferred Skills, Education and Experience:

- Knowledgeable in non-profit or other board management;
- Experience in Indian law or working with Native American communities;
- Previous experience working in a professional, legal environment.

Compensation and Commitment:

- This is a part-time, hourly contract position generally requiring approximately 5-15 hours per month at \$10.00 - \$20.00 per hour, depending upon experience;
- We are seeking at least a twelve-month commitment;
- Conference fee, travel expenses, and 2 nights lodging at the host hotel will be provided to attend the CILA Annual Conference in October 2019 in Northern California.

Please send your résumé with (3) references and a cover letter outlining your relevant skills that explains why you are the best candidate for this position **by March 1, 2019**. Candidates selected for a telephone interview with the Board may be asked to submit a writing sample. Send your application materials to: Calindianlaw@gmail.com