

Operations and Administration Coordinator

Bears Ears Inter-Tribal Coalition

About The Bears Ears Inter-Tribal Coalition:

The Bears Ears Inter-Tribal Coalition (Coalition) is comprised of five tribes—Hopi, Navajo Nation, Ute Mountain Ute, Ute Indian Tribe, and Zuni Tribe—that successfully advocated for the creation of the Bears Ears National Monument and were also tasked with collaborative management of the Monument. RLF acts as fiscal sponsor for the Bears Ears Inter-Tribal Coalition Project (“Project”); the Project operates for the benefit of the Coalition.

Bears Ears Inter-Tribal Coalition is a fiscally sponsored project of Resources Legacy Fund (RLF).

RLF delivers transformative outcomes for our planet and its people through trusted partnerships and creative campaigns. Rooted in California and expanding across Western North America and beyond, we have a 25-year track record of supporting initiatives at every scale. We host fiscally sponsored projects that reach across the globe, reinforcing the efforts of change makers worldwide. *To learn more about Resources Legacy Fund, visit <https://resourceslegacyfund.org>.*

Position Summary:

The Operations and Administration Coordinator reports to the Operations Manager and will play a key role in supporting the operations of Project at large by helping to track timelines and activities. These may include but are not limited to working on grant management and reporting, event and program planning and execution, as well as internal process development and refinement. As the Project looks to serve the five Tribes in the most efficient and culturally appropriate manner, the Operations and Administration Coordinator will work towards the outlined strategic directives by proactively suggesting and incorporating feedback from the Tribes and Project staff. This is a part-time temporary position for up to nine months, and may be extended based on funding and project needs.

Travel and Location Requirements: This position may travel at least once every quarter and during peak periods could be traveling up to 5% of their time during any given month. There is a preference for the position to be located in the four-corners area: New Mexico, Arizona, Utah, or Colorado..

Duties Include:

- Work closely with the Operations Manager to oversee the grant proposal process by drafting proposals for grants, coordinating the review process, and ensuring materials are finalized for submission in a timely manner. Proposal creation may include contributing to narratives, project plans, or simple budgets.
- Identifies, researches, and advances new grant funding opportunities to include determining eligibility and feasibility of grant opportunities. Prepares proposal outline to present to Operations Manager for consideration with other staff, this should include identifying potential areas or activities relevant to the Project’s work.
- Assist in oversight of grant management by tracking deadlines, updating internal projects, timelines and systems consistent with grant deliverables, outlining reporting requirements and

deadlines, and maintaining an accurate database of active grants. Assist in cross departmental updates and information sharing pertaining to grant funding, impact, and deliverables, as necessary.

- Draft bulleted outlines for grant reports based on reporting requirements and Project accomplishments to be shared with the Operations Manager.
- Maintain and improve the Google Drive to ensure consistent file naming and organization.
- Support in the development of the Bears Ears Wiki database by proactively identifying pages to be created and updated so that internal processes and institutional knowledge remain accessible and up to date.
- Collaborate to propose reporting mechanisms to streamline and simplify reflections on Project impact. For example, meeting with Youth Program staff to draft a consistent Google Form for participants that collects meaningful program impacts before and after participation.
- Support project and program coordination by tracking deadlines and providing updates on progress related to specific programs and projects as assigned. These may include meeting and event planning, youth programming, community events, and more.
- Track follow-up items and Project commitments from weekly Tribal Leader meetings and larger, in-person Tribal Leader and Cultural Resources Subcommittee meetings. This may include cross departmental coordination to ensure task assignment and ownership.
- Maintain reporting data that includes but is not limited to staff travel time and development hours throughout the year for year-end reporting.
- Help finalize minutes and other related documents to be shared with the Tribal Leaders, Representatives, and Commissioners.
- Maintain and update internal contact lists to ensure they are accurate and reflect the Tribal preferences shared with the Project.
- Maintain internal documentation for processes and procedures as well as operations, including onboarding documents for staff, Tribes, contractors, and other external parties.
- Support Operations team with coverage as needed in relevant areas.
- Occasionally provide support in liaising with other partners and third-parties to ensure consistency should other staff be unavailable.
- Support meeting and event execution when asked to travel on-site by helping to track meals, participant needs, A/V equipment, and more to ensure that meetings run smoothly and necessary actions are taken.

As a member of the RLF team, the Operations and Administration Coordinator:

- Is highly organized and detail-oriented and someone who enjoys systems and processes.
- Works well independently as well as collaboratively to achieve and unified goals.
- Conceives individual actions as part of a greater whole.
- Possesses self-awareness and accepts responsibility and accountability when necessary.
- Possesses professional skills to tailor approaches to accommodate a variety of audiences.
- Is committed to creating platforms for Tribes to articulate their values and perspectives, including by centering Tribal preferences in the work whenever possible.
- Is committed to work that preserves and strengthens the sovereignty of Tribal Nations.
- Possesses integrity and understanding of Tribal protocol to ensure that work is culturally appropriate, respectful, and meets Tribal ethical standards.

- Has flexible working hours, including some nights and weekends, to attend Coalition meetings, organizational events, and other functions related to advancing the mission and vision of the organization.
- Thrives professionally in a collaborative work environment that celebrates cultural differences, prioritizes empowerment, and promotes fellowship.

Knowledge, Skills and Abilities:

- Bachelor's degree in one or more of the following areas: public, business, or Tribal administration and governance, nonprofit management, finance, marketing, Native American and Indigenous studies, human resource management, ethnic studies, and related fields.
- Knowledge of project management basics and planning which may include creation of project timelines.
- Understanding of non-profit basics that includes grant funded work, mission driven work, interactions with a Board of Directors, basic budgeting and accounting.
- Familiarity and experience working with Tribal nations and peoples, Indigenous coalitions, and Tribal businesses. Understanding of inter-Tribal dynamics and cross-cultural communications a plus.
- Familiarity with the five Tribes of the Bears Ears Inter-Tribal Coalition (Hopi, Ute Mountain, Zuni, Navajo, Ute Indian) or with other Southwestern and Colorado Plateau Tribes is preferred.
- Experience with Google Suite products like Google Docs, Sheets, Drive, etc., as well as experience with file organization, data entry. Demonstrating proficiency with products may be requested.
- Previous experience with project management techniques and software like Asana, Monday.com, Trello, Notion, etc., or experience working on projects in software like Excel or Sheets.
- Capacity to change priorities and objectives based on external information and ability to understand when support is needed to best address shifting priorities.
- Experience drafting Standard Operating Procedures (SOPs) and updating as needed to provide clarity, is preferred.
- Ability to work independently and remotely while continuing to engage colleagues across multiple US-based timezones.
- Ability to manage multiple projects and timelines simultaneously while providing and maintaining communications with colleagues as needed.
- Strong written and verbal communication skills to ensure accurate, timely, and sufficient information is provided to various different audiences.
- Experience and comfort communicating with a wide range of parties that include but are not limited to elected Tribal Leaders, State and Federal officials, foundations, and colleagues while maintaining professionalism.
- Basic understanding of budgeting and accounting principles for projects and programs.
- Strong ability to conceptualize the impact of Project work and ability to conceive of how to report on progress towards Project goals.
- Ability to synthesize information to be shared with various stakeholders.
- Ability to problem solve and think critically about potential steps forward before recommending action.

- Detail oriented approach that ensures elements are not missed and communication is clear.
- Willingness to travel occasionally, generally around the Colorado Plateau and four-corner states.
- Technological ability to ensure compliance with confidentiality policies and procedures necessary for the protection of RLF data.

Commitment to Nondiscrimination

We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from all backgrounds. We believe that a welcoming culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world.

Compensation and Benefits: Starting wage of \$20-23 per hour for up to 20-28 hours per week. The number of hours per week and regular schedule to be determined with the selected applicant.

Full-time employees receive approximately 16 paid holidays each year and accrue vacation and sick leave every pay period. Part-time employees are eligible for these benefits on a prorated basis according to their work schedule.

This is a temporary position for up to nine months.

How to Apply: Send your resume and cover letter to mgarlid@bearsearscoalition.org with the subject line "Operations and Administration Coordinator Position - [YOUR NAME]." Applications will be reviewed on a rolling basis until the position is filled.

RLF participates in E-Verify, potential candidates can review the information [here](#) and [here](#).

Requirements:

- **Work Hours:** This position allows a part-time schedule of approximately 20-28 hours per week. The work schedule will primarily be during normal business hours, which are 8:00 am - 5:00 pm Mountain Time; however, some flexibility to work evenings and weekends may be required to meet business needs, attend meetings, or support operations.
- **Travel:** Occasional travel—approximately 5% of working time—may be required for business-related activities such as meetings, trainings, or site visits.
- **Internet Access:** Reliable high-speed internet access is required to perform essential job functions, including remote work, accessing online systems, and participating in virtual meetings.
- **Phone/Communication Access:** Reliable phone service or consistent access to Wi-Fi-enabled calling is required to ensure timely receipt of work-related communications.