

General Operations Intern 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. Resources Legacy Fund 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 builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsors projects that accelerate change on environmental and equity issues.

The General Operations Intern supports the Coalition’s operational activities by supporting various projects and initiatives related to administration, communications, and meeting coordination. This position is ideal for individuals interested in non-profit administration, organizational operations, program evaluation, or project management.

The General Operations Intern reports to the Operations Manager. This part-time internship is a hybrid, non-exempt position based in Albuquerque, NM. The selected applicant will need to be in the office 50% of the time. There are no travel requirements for this position. Duties are outlined below.

The following duties are included as part of this role:

- Assist with administrative duties including but not limited to data entry, office maintenance and supplying, and team coordination.
- Support the planning and execution of Stewardship Alignment meetings between the five Coalition tribes and federal agencies.
- Support communications efforts by helping to draft social media graphics and posts.
- Support program development and execution like the Bears Ears Conservation Corps.
- Aids in operational effectiveness initiatives including development of process manuals and staff retreat planning.
- Support information collection and storage for organization wide programs.
- Assists in outreach efforts to engage with Tribal communities, partner organizations, and stakeholders.
- Assists with grant and contract management to ensure deadlines are met.

Knowledge, Skills and Abilities:

- Current student at an accredited school with course or work experience in one or more of the following areas: Native American and Indigenous studies, environmental law and/or public lands

management, wildlife and natural resources conservation and management, business operations, nonprofit management, communications.

- Strong organizational skills and the ability to manage extensive documentation and written information.
- Ability to work effectively and in collaboration with diverse stakeholders and partners.
- Ability to resolve conflicts professionally and maintain patience, grace, and humor under pressure.
- Ability to adhere to numerous deadlines, conflicting priorities and handle multiple tasks efficiently. Ability to receive, balance, and handle direction and input from multiple colleagues.
- Technological abilities to ensure compliance with confidentiality policies and procedures necessary for the protection of RLF data, and to efficiently complete tasks.
- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as anticipate informational needs as situations and projects develop.
- Ability to process and input data efficiently and effectively.
- Demonstrated commitment to cultural diversity and promoting equity and inclusion.

DIVERSITY, EQUITY, AND INCLUSION: 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 diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to [diversity, equity, and inclusion](#) on our website.

As a member of the RLF team, the Land Management Legal Intern:

- Works well independently, as well as collaboratively to achieve a unified goal;
- Is committed to creating platforms for Tribes to articulate their values and perspectives;
- Is committed to work that preserves the sovereignty of Tribal Nations while promoting cross-cultural collaboration;
- Possesses a high standard of integrity and understanding of Tribal protocols (or willingness to learn Tribal protocols) to ensure that work is culturally appropriate, respectful, and meets Tribal ethical standards;
- Exhibits self-awareness, humility, and patience when working with diverse groups;
- Possesses professional skill to tailor approaches to accommodate a variety of audiences; and
- Thrives professionally in a collaborative work environment that celebrates cultural differences, prioritizes empowerment, and promotes fellowship.

Compensation and Benefits: Compensation range may be \$12-\$18 per hour commensurate with experience. We have a half Fridays off work schedule and an individual intern's schedule will depend on your availability. A laptop will be provided to the intern for the duration of the internship to assist with work.

How to Apply: Send your resume, cover letter, and three references to info@bearscoalition.org with

the subject line "General Operations Intern - [YOUR NAME]."

Requirements:

- I9 verification;
- Reliable internet access, able to remote work relatively uninterrupted, less than 2 hours of service interruption per day.
- Reliable cell service, or close proximity to wifi hotspot, to receive cellular communications at least every 48 hours.

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