



Working to advance comprehensive, culture-based educational opportunities for American Indians, Alaska Natives, and Native Hawaiians

— *now* —
HIRING

National Indian Education Association



NIEA Fellow

The NIEA Fellow will assist in the execution of the National Indian Education Association's policy agenda and implementation work to improve educational outcomes for Native students. This individual will report to the Legislative Analyst and Interim Executive Director in developing and revising materials to support NIEA's priorities. The Fellow will also work independently to research and analyze K-12 education and on post-secondary policy as it impacts Native students.

Qualifications:

- Knowledge of and experience working with tribes, Native communities, and national Native and civil rights organizations.
- Bachelor's degree.
- Strong research and analysis skills.
- Strength in managing projects and meeting deadlines.
- Excellent written and verbal communication and interpersonal skills.
- Commitment to NIEA's mission to Native students and Communities.
- Ability to work in team environment while demonstrating capacity to solve problems independently

For the full job description, [**please click here.**](#)

Please submit your resume, cover letter, and 3 professional references to niea@niea.org.

Office Manager

The NIEA Office Manager is responsible for all administrative support for staff and board of directors, including the management of the physical office space, equipment, and supplies needed by staff to conduct their work.

Qualifications:

- Associates or bachelors' degree in business management, human resource management, or equivalent specialized experience.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Expert level written and verbal communication skills.
- Ability to be resourceful team player and also be effective independently.
- Proven ability to handle confidential information with discretion.
- Proficient in Microsoft Office and Adobe Acrobat.
- Experience with Social Media platforms is preferred.
- Capably operate a variety of office equipment, including scanner, photocopier, printer, postage meter, etc.
- Ability to travel up to 10% of work year.
- Knowledge of and experience working with tribes, Native communities, and national Native and civil rights organizations is preferred.

For the full job description, [please click here](#).

Please submit your resume, cover letter, and three professional references to niea@niea.org

About The National Indian Education Association (NIEA):

NIEA is the Nation's most inclusive advocacy organization advancing comprehensive culture-based educational opportunities for American Indians, Alaska Natives, and Native Hawaiians. Formed by Native educators in 1969 to encourage a national discourse on education, NIEA adheres to the organization's founding principles- to convene educators to explore ways to improve schools and the educational systems serving Native children; to promote the maintenance and continued development of language and cultural programs; and to develop and implement strategies for influencing local, state, and federal policy and decision makers. For more information visit www.niea.org.



National Indian
Education Association