



## Communications and Conference Coordinator Position Announcement

**Position:** Communications and Conference Coordinator

**Reports to:** Executive Director

**Status:** Full-time (1.0 FTE, Exempt, Permanent)

**Location:** Portland, Oregon, with opportunities for remote work

**Compensation:** \$55,000 - \$75,000

**Closing Date:** May 19, 2023

### **About ATNI:**

Incorporated in 1953, ATNI is dedicated to tribal sovereignty and self-determination, representing nearly 60 Tribal governments in the greater Northwest, including Alaska, California, Idaho, Montana, Oregon, and Washington. To learn more about ATNI, visit [www.atntribes.org](http://www.atntribes.org).

### **Position Overview**

The Communications and Conference Coordinator (CCC) will work collaboratively with and in support of ATNI member Tribes. This position is responsible for leading external communications, marketing, and external engagement efforts. Additionally, the CCC will support the logistics and high-quality execution of ATNI conventions, summits, and other events.

---

### **Position Roles and Responsibilities**

---

#### **Event Coordination (40%)**

- Serve as primary Point-of-Contact with event venues
- Lead logistics coordination for ATNI conventions, summits, and other events at the direction of the Executive Director. Work with the Executive Director and other members of the team to co-create, maintain, and consistently implement standardized policies and procedures
- Manage event logistics such as online attendee registration, drafting vendor contracts, email messaging, attendee management, payment processing, housing, and travel
- Work collaboratively with the Host Tribe and staff to ensure that all functions of the event are fulfilled and that the participants' experiences are positive and seamless
- Provide onsite support at in-person events including managing registrations, participants, vendors and partners; setting up and managing social events and the auction; and providing positive support under pressure for all stakeholders; provide support for virtual events
- Leverage technology to compare venues, service providers, destinations, and software to provide the best experience for attendees and for ATNI staff workflows
- Maintain clear systems and accurate records and receipts of all purchases and revenue throughout the event, including cash management and reconciliation of transactions
- Develop informational reports that document performance and metrics of ATNI Events
- Other duties as assigned

### **Communications Leadership (30%)**

- Inform Tribes, partners, and other stakeholders about ATNI events, issues, and opportunities
- Develop and implement an overall external communications strategy to include the following audiences: member Tribes, partners, funders, the general public, and others
- Conceptualize and develop marketing materials approved by the Executive Director and inclusive of e-newsletters, website content, one-pagers, flyers, letters, etc.
- Maintain and update our website and manage social media, digital marketing, and marketing
- Develop brand guidelines at the direction of the ATNI Executive Director, and create branded materials for segmented audiences or events
- Stay informed on current issues, and produce annual reports and special reports as needed

### **Outreach, Community-Building, Membership, and Engagement (30%):**

- Perform administrative tasks like outreach, scheduling and attending meetings, taking notes, and producing approved minutes
- Support the development and implementation of systems that build capacity
- Identify member Tribes' needs through needs assessments, site visits, and surveys
- Develop a system to track Tribal Council elections for each ATNI Member Tribe and ensure that Tribal Leader contacts are regularly updated
- Perform outreach and coordination with ATNI Members to ensure timely payment of dues

---

## **Qualifications**

---

### **Position Requirements**

- Bachelor's degree or any combination of experiences that have prepared you for the role
- Three or more years of experience in any of the following areas: communications, coordination, project management, resource development, public relations
- Proven history of exceptional planning, managing multiple projects, multi-tasking skills, and the ability to prioritize work tasks, particularly without ongoing supervision accurately
- Experience in customer service, coordinating, and/or facilitating committees or events
- Mastery of Excel, Word, PowerPoint, Gmail, Sheets, Forms, Docs, Survey Monkey, and Zoom
- Previous experience in a small nonprofit or in a position with a wide range of variable tasks
- Previous experience working for a federally-recognized Indian Tribe or an inter-tribal consortium is *preferred but not required*

### **Professional Attributes**

- General knowledge of Pacific Northwest-based Tribes and a working understanding of Tribal governments, cultures, customs, and histories
- Promotes a culture of respect, inclusion, and appreciation of diverse perspectives, backgrounds, and values, including respect for those with beliefs different from your own
- Strategic thinker
- Exhibits professionalism

- Exhibits curiosity, intentionality, and proactivity
- Effective problem-solver; anticipates roadblocks and mitigates them
- Excellent communicator; accepts and provides feedback
- Takes initiative; solution-oriented with a learning mindset
- Is a team player and finds joy in the simple act of helping others

---

### Other Information

---

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.

### **Work Conditions**

This is a regular, full-time exempt position based at ATNI's Portland office. Working hours are Monday through Friday, with occasional weekends and evenings. Regular lifting of 5-10 pounds is expected. Must maintain good attendance and regular communication, and be accessible and accountable to your colleagues. Employment is dependent upon the successful completion of a background check.

### **Travel**

Regular travel throughout ATNI's territory (Oregon, Washington, Idaho, Western Montana, Northern California, Nevada, and Southeastern Alaska) frequently and nationally occasionally. Travel for this position is 10% of the time. Employees receive mileage reimbursement and per diem while traveling.

### **Benefits**

Benefits include access to 100% employee-only employer-paid medical, paid holidays, paid vacation, and a 401(k) retirement option with employer match.

---

### To Apply

---

To apply, please submit the following to [humanresources@atnitribes.org](mailto:humanresources@atnitribes.org) by May 19, 2023. Please put "Communications and Conference Coordinator" in the subject line.

- A cover letter that addresses the position requirements and presents any other characteristics that you would like to highlight for consideration
- Current resume

To apply by mail, please send materials postmarked by May 19, 2023 to:

- PO Box 66209, Portland, OR, 97290.

The anticipated start date for this position will be in June 2023.