

BEARS EARS



⊗ TRIBAL COMMISSION ⊗

*The Purpose of the Bears Ears National Monument is to Honor:
The Land; the Tribes, Past and Present; and the Tribes' Relationship to the Land*

Bears Ears Tribal Commission Administrative Associate - Position Description

The Bears Ears Tribal Commission, as chartered by President Obama in the Bears Ears National Monument Proclamation of December 28, 2016, is a collaborative manager of the monument. The Administrative Associate will manage the operations of the Commission as it collaboratively identifies and helps to implement interim visitation, site protection, and interpretation strategies for the monument, and in the preparation of recommendations for the national monument management plan for Bears Ears National Monument, Utah.

The Commission seeks a highly organized, experienced, and committed person to become the Administrative Associate. The Administrative Associate will be chiefly responsible for ensuring that the Bears Ears Commission and staff functions with maximum organization and efficiency. The Administrative Associate will also hold responsibility for implementing program activities and advancing program priorities, particularly with regard to logistics and external communications. While this position is primarily administrative, it is key that the Administrative Associate demonstrates a proven ability to advance the vision of the Bears Ears Commission with a skillset that extends beyond administration and includes a respect for tribal sovereignty.

The ideal candidate will have at least one year of demonstrated success in an administrative capacity. Skillset should include budget and contract administration, website maintenance, familiarity with databases, event planning, and the production of materials such as reports and newsletters. Familiarity with tribal communities and a passion for the Bears Ears region strongly preferred.

Location: Flexible – The residence of the administrative assistant may be located in a community within the Four Corners Region of Utah, New Mexico, Arizona, or Colorado.

Compensation: Competitive, commensurate with experience. The Bears Ears Tribal Commission applies Native American Preferences in its hiring practices. This position will initially be a two-year independent contractor position.

Send cover letter and resume to bearssearscommission@gmail.com. Open until filled, interviews begin in late October.