



NATIONAL AMERICAN INDIAN COURT JUDGES ASSOCIATION
SERVING TRIBAL JUSTICE SYSTEMS SINCE 1969

1942 BROADWAY, SUITE 321 / BOULDER, CO 80302 | **PHONE** 303.449.4112 | **FAX** 303.449.4038

POSITION ANNOUNCEMENT

Job Title: Program Attorney

Location: Boulder, CO

Closing Date: August 5, 2019

Summary:

The National American Indian Court Judges Association (NAICJA), established in 1969, is a non-profit membership organization dedicated to supporting and promoting tribal justice systems through technical assistance and training. NAICJA also works to further the public knowledge and understanding of tribal justice systems. NAICJA's training and technical assistance program is the National Tribal Justice Resource Center ("NTJRC") located in Boulder, Colorado. Each year NAICJA hosts the National Tribal Judicial and Court Clerks Conference which provides tribal judges, justice system personnel, and others interested in tribal justice systems current information about new legal and practice developments and the opportunity to network and engage in peer to peer consultation. Responsibilities will include duties related to a range of current NAICJA programs and projects.

Salary:

Salary depends on qualifications and available funding.

Primary Duties:

NAICJA seeks an experienced Program Attorney responsible for researching, designing and implementing continuing judicial education programs. Under direction of the Academic Director the Program Attorney will:

1. Manage and oversee federal grants, including supervision of program coordinator.
2. Oversee the coordination of grant and project deliverables.
3. Monitor and ensure grant reporting deadlines are met and grant deliverables are completed.
4. Research, design and implement curricula for in-person and web-based trainings.
5. Identify and recruit judicial, medical, legal, and other professional faculty.
6. Develop faculty, provide feedback on performance and presentation style.
7. Edit faculty-provided material for accuracy and compliance with NAICJA standards.
8. Lead manager/administrator team during all stages of course facilitation.
9. Assist with development and administrative matters as needed.
10. Handle all logistics for on-site trainings including direct contact with host site staff.
11. Participate in grant concept papers and applications, including deliverable identification, budgeting time and expenditures, and project length. Ensures deliverables are met.
12. Assist Executive Director with development of yearly program budgets.
13. Assist in all areas of the Training and Technical Assistance and special projects as required.

14. Continually uphold the NAICJA values of maintaining an absolute commitment to justice, delivering and inspiring excellence and innovation in our work, championing integrity, and demonstrating engaged leadership.
15. Facilitating the convening of the Annual National Tribal Judicial and Court Clerks Conference.
16. Supporting NAICJA Board of Directors and Steering Committee.
17. Additional assigned duties related to current NAICJA projects.

Qualifications:

Education and/or Experience:

Required:

- Juris Doctorate (J.D.)
- Substantial previous experience with American Indian and Alaska Native persons, communities and/or tribal justice systems
- Background in training and technical assistance for tribal audiences
- Experience in administering federal grants
- Demonstrated experience managing budgets and producing financial reports
- Strong ability to conduct outreach and manage large networks of partners
- Experience in a management position and/or demonstrated ability to oversee staff
- Must be in good standing with all jurisdictions where admitted to practice law

Strongly preferred:

- Experience authoring successful grant proposals desirable
- Experience working with a non-profit organization desirable
- Advanced understanding of federal Indian law and tribal legal systems
- Understanding of holistic defense and traditional dispute resolution models

Language/Writing Skills:

Must possess strong written communication skills, including excellent grammar, spelling and proofreading skills. Strong computer skills required including proficiency in Internet-based research, Microsoft Office applications, budgetary software (especially Quick Books) and familiarity with or willingness to learn process for updating NTJRC website.

Communication/Presentation Skills:

Must possess strong oral communication skills. Demonstrated ability to communicate orally to a variety of audiences. Ability to present educational workshops for tribal nations and organizations on issues pertaining to related projects. Proven ability to communicate in a culturally sensitive environment.

Reasoning Ability:

Ability to solve practical problems as well as address the complex challenges related to working within tribal communities and tribal justice systems is essential. Experience interfacing with federal and state governments highly desirable.

Organizational Skills:

Must be a highly organized and self-directed individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

Physical Requirements:

Light lifting and stretching. Manual and finger dexterity for the operation of a personal computer, calculator and routine paperwork. Ability to recognize correctly all letters of the alphabet and numbers without transposition. Ability to sit for extended periods of time. Tolerance for extended exposure to computer screen.

Other Requirements:

Travel is required. Must possess and maintain a valid driver's license. Must undergo and pass a criminal background check.

Closing Date: August 5, 2019

How to Apply:

Submit via email, a cover letter, resume, one writing sample, and three references to:

Justice Richard Blake
President, Board of Directors
National American Indian Court Judges Association
Email: president@naicja.org

A. Nikki Borchardt Campbell
Executive Director
National American Indian Court Judges Association
Email: nikki@naicja.org