

About the NACA-Inspired Schools Network

[NACA Inspired Schools Network](#) (NISN) is dedicated to training leaders to open up schools of excellence and relevance in Native American communities. Based on a community-driven school development model, NISN seeks to support school leaders placed in or starting high-performing schools. NISN seeks talented individuals from all backgrounds to apply for roles. We are especially interested in individuals who are self-starting, deeply believe in engaging communities and truly want to see transformation in rural Native communities. Our people want to work on a diverse, high-energy, and do whatever-it-takes team that is committed to social entrepreneurship in rural communities.

Salary: \$40,000-50,000, based on experience and qualifications

Benefits: Medical, dental, vision, and basic life insurance is offered if work schedule fulfills a minimum of 30 hours per week

Purpose: Supports the *Director of Education, Oceti Sakowin* (currently North & South Dakota) to implement the NACA-Inspired Schools Network (NISN) model in this region. The goal will be to facilitate the effective management of programs according to NISN's [Six Commitments](#).

Function: The Program Support Specialist serves as direct support to the Director of Education and related staff as directed by the Director of Education. Duties include program logistics; creating organizational systems of a start-up large-scale initiative; scheduling; completing reports; meeting all deadlines for program coordination and implementation; and assisting in facilities and personnel logistics.

Primary Responsibilities:

- Assist the Director of Education in delivering the mission of the network
- Assist the Director of Education with calendar appointments and setting up meetings
- Coordinate logistics for network sponsored meetings and events that include preparing meeting materials, making travel related arrangements, securing venues, and arranging for meals
- Assist the Finance Director with business and finance operations
- Create annual work plan and quarterly goals as directed by the Director of Education
- Provide general support to the NISN staff to implement programs
- Serve as a community liaison for the network, promoting its success and communicating with community partners in collaboration with NISN team members
- Assist with grants management and fiscal reporting to funders
- Serve on the NISN Operations Leadership team and attend weekly planning sessions
- Receive supervision and evaluation from the Director of Education

Requirements:

- Track record of success working with Indigenous communities, preferably in North or South Dakota
- Commitment to the philosophy and vision of NISN
- Alignment with NISN core (Culture, Community/Service, Perseverance, Responsibility, Respect, Reflection)
- Ability to work with diverse and multi-disciplinary teams
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping, and reporting
- Proficiency in Microsoft Office programs, Google Drive, and internet research
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Thinks systemically in terms of efficiency and effectiveness
- Accepts responsibility and is self-motivated and solutions-oriented
- Demonstrates consistent follow up and follow through without error
- Bachelor's degree preferred
- Three years of experience in executive assistant and program support role preferred

Training will be provided to orient the new employee to the mission and goals of the NISN. The candidate will need to demonstrate a high level of initiative. This role will require limited travel (reimbursed for associated costs or provided by NISN). 95% of the work will be based in North and South Dakota. There will be potential schedule aberrations to meet the needs of the fellows that periodically require working weekends and/or evenings.

Please direct any questions, resumes, and cover letters to Jonathan Santos Silva at jonathan@nacainspiredschoolsnetwork.org.