

**Job Title:** Urban Indigenous Organizer  
**Supervised by:** Executive Director  
**FLSA Status:** Exempt

**Position Summary:**

The Urban Indigenous Organizer will work closely with the Executive Director to lead and manage AIO's local programming and networks as well as organizing. Duties will include building local relationships and fostering the growth of the Native Leadership Collective, a network of 21 Indigenous leaders and activists and building solidarity with other BIPOC organizations in the Albuquerque metro area. Along with the Executive Director and President, this position is a senior level staff member responsible for external relation with constituents, funders and other stakeholders. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties and Responsibilities:**

- Create and build relationships between the Albuquerque urban Indigenous community, Native serving/Native led organizations, local governments and other BIPOC organizations.
- Develops, implements, and monitors programs designed to engage the Albuquerque Metro area
- Manages logistics for AIO's local programming.
- Pursues new opportunities for AIO to share projects and initiatives with the Albuquerque Indigenous community.
- Conducts research about urban Indigenous issues.
- Social events planning, in-person and virtual.
- Engages in prospect research and pursues funding for programming.
- Assists in organization-wide fundraising efforts, including developing and nurturing relationships with foundations, corporation and individual donors.
- Drafts and prepares correspondence as required.
- Develops multimedia visual aids and presentations as needed.
- Creates curriculum, brochures and training materials as needed.
- Represents AIO at conferences, meetings, and events.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations.
- Knowledge of adult and youth training and curriculum development.

- Ability to work in a highly collaborative environment.
- Ability to organize time, plan projects, set priorities and goals, act independently and work productively during times of high activity without being distracted from priorities.
- Ability to pay attention to details, proofreading and cross-checking of your own and other's work.
- Knowledge of business writing, spelling, grammar and punctuation.
- Knowledge of Native American and International Indigenous issues/relations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to define and research problems, collect data, establish facts and draw valid conclusions.
- Proficiency with Microsoft Office (Word, PowerPoint, Excel, Outlook, etc.) and social media.

**Minimum Qualifications:**

Bachelor's degree plus five years' experience; or equivalent combination of education and experience. Bachelor's degree in Native American Studies or Sociology preferred. Spanish preferred.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

**How to Apply:** Please send cover letter and resume to [aio@aio.org](mailto:aio@aio.org). Use the subject: Urban Indigenous Organizer.

**About Americans for Indian Opportunity:**

Background

LaDonna Harris (*Comanche*) and a cohort of her fellow Native American activists founded Americans for Indian Opportunity in 1970. AIO draws upon traditional Indigenous philosophies to nurture value-based leaders, spark and sustain stakeholder-driven solutions, and, for 50 years, AIO continues to work alongside of visionary leaders and progressive organizations in a national Indigenous movement to create transformational change. Governed by a Board of international Indigenous leaders, AIO also seeks to create innovative international Indigenous interactions that contribute Indigenous worldviews to the global discussion.

Vision:

Americans for Indian Opportunity envisions a world that recognizes and celebrates the contributions and continuation of Indigenous values.

Mission:

Americans for Indian Opportunity advances the rights of Indigenous peoples through Indigenous values-based leadership and transformative community organizing.