



Indigenous Justice Program Manager

JOB DESCRIPTION

The ACLU of Montana seeks a passionate, optimistic person with project planning, management, and organizing skills to join our team as Indigenous Justice Program Manager. The ACLU of Montana works on a variety of issues that impact Indigenous people – from education equity, to water protector rights, to reforming unjust criminal laws. Over the past three years, we have worked to build Indigenous justice into every aspect of our organization, including legal, legislative and policy advocacy, communications, and community organizing. The Indigenous Justice Program Manager leads our Indigenous justice organizing work. This work began by building relationships in Indigenous communities and hearing the issues identified by community members. We now work with Indigenous leaders and community members to support them in creating the positive changes they have prioritized.

This is a full-time, salaried position. The Indigenous Justice Program Manager will work in the Advocacy and Policy Department, report to the Director of Advocacy and Policy (Missoula), and supervise the Indigenous Justice Organizer (Fort Peck/Brockton/Wolf Point). Missoula, Billings, or Fort Peck location is preferred, but negotiable. Regardless of location, at least 10 consecutive work days per month will be spent in Wolf Point, Montana.

BACKGROUND

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, non-profit organization. We are the state's largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and organizing tactics to promote a broad range of individual rights and liberties. Our top priorities are Indigenous justice, criminal justice reform, and immigrants' rights. We work on additional issues including reproductive justice, LGBTQ equality, voting rights, freedom of speech and religion, and technology and privacy.

The ACLU of Montana has a current staff of 15 and a main office located in Missoula. Expect a friendly work environment, with flexibility and consideration of personal needs and circumstances. To learn more about the work of the ACLU of Montana, please visit <http://aclumontana.org>.

The ACLU of Montana is an equity-based employer. We value a diverse workforce and an inclusive culture. The ACLU of Montana encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, previous incarceration or involvement in the criminal justice system, or veteran status.

RESPONSIBILITIES

- Manage the ACLU of Montana Indigenous Justice Program, primarily fighting for education rights for Indigenous students and the free speech rights of water protectors;
- Motivate and inspire the ACLU Board, staff, national and local partners, and donors to invest time and resources in Indigenous justice work;
- Manage the Indigenous Justice Organizer and the organizing program, including policy and public education campaigns;
- Build relationships with tribal leaders, community members, and other stakeholders;
- Work with other organizations and coalitions to build power in Indigenous communities;
- Represent the ACLU-MT in the public sphere, including in front of community groups, with the media, and at conferences and convenings;
- Assist the Executive Director in building the Indigenous Justice Advisory Council to inform the ACLU-MT's work;
- Plan and execute community engagement events, including logistics, materials development, and turnout;
- Track and report finances for Indigenous justice organizing program;
- Collaborate with the Communications Department to lift up the voices of Indigenous people and support them in sharing their stories with the public and elected officials;
- Collaborate with the Legal Department to provide support for Indigenous justice litigation and other legal projects, such as story and data gathering and facilitating meetings between attorneys and Indigenous clients;
- Collaborate with the Development Department to provide information about the work of the Indigenous Justice Program required for grant proposals and reports and to pursue funding opportunities for Indigenous Justice work;
- Collaborate with the Operations and Administration Department to make sure all administrative tasks are completed in a timely and accurate manner; and
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- History of living in or working with Indigenous communities, preferably in Montana;
- Management experience, preferably of organizers;
- Strong written and oral communications skills;
- Experience in managing and tracking multiple projects simultaneously;
- Exceptional work-planning and project management skills;
- Exceptional and proven ability to build relationships in unfamiliar communities;
- Knowledge regarding current Indigenous movements, like Bears Ears, Standing Rock and Keystone XL, and Missing and Murdered Indigenous Women;
- A history of successful collaboration and communication with co-workers;
- The ability to adapt to changing circumstances, and to create a “plan B” when unforeseen circumstances arise;
- Experience in public speaking and leading meetings and trainings;
- Ability to work long hours and occasional evenings / weekends; and
- The ability to travel regularly and for long distances;
- Conflict resolution skills;
- Proficiency with Microsoft programs, social media;
- Experience writing, implementing, and tracking small budgets, including retaining receipts and reporting expenditures;

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- A strong commitment to equity and inclusion, and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstances or criminal justice involvement.

PREFERRED QUALIFICATIONS

- High school diploma or HiSET;
- Familiarity with traditional and cultural protocols of tribes in Montana;
- Understanding of civil rights issues and a strong commitment to advancing the ACLU's values, mission, and goals;
- Knowledge of criminal justice system and the causes of mass incarceration;
- Experience with supervising remotely and being supervised remotely.

PHYSICAL REQUIREMENTS

Elements of job duties may require occasional moving of up to 25 pounds and the ability to occasionally stoop, kneel or crouch. The person in this position frequently communicates with community members and colleagues and must be able to exchange accurate information in these situations. Candidates not able to meet such demands can possibly work with staff or others to enable compliance.

COMPENSATION AND BENEFITS

Salary range \$43,000 - \$48,000, depending on experience. Excellent benefits offered, including health and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan, and generous vacation, holiday, family and medical leave policies.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit:

1. A letter no longer than one page describing your interest in the position
2. Resume

Email your application to Britta Blödorn, Director of Finance and Operations, at bloedornb@aclumontana.org or mail it to:

ACLU of Montana, Attn: Britta Blödorn
P.O. Box 1968, Missoula, MT 59806

Please put "Indigenous Justice Program Manager" in the subject line of your email or on your envelope. Also, please indicate in your letter of interest where you saw this job posting.

DEADLINE

Application review will start September 10, 2019. Applications after that date are encouraged and will be accepted until the position is filled.

To learn more about the work of the ACLU-MT, please visit www.aclumontana.org.

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