Muwekma Ohlone Preservation Foundation
Outreach and Administrative Assistant
10-20 hours/week at $25-$35/hour depending on experience

The Muwekma Ohlone Preservation Foundation (MOPF) is hiring our first staff member to provide administrative support for tribal leadership and the MOPF Board of Directors.

The present-day Muwekma Ohlone Tribe is comprised of all of the known surviving American Indian lineages aboriginal to the San Francisco Bay region who trace their ancestry through the Missions San Francisco, Santa Clara, and San Jose; and who are also members of the historic Federally Recognized Verona Band of Alameda County.

The Tribe is currently pursuing federal recognition and plans for a cultural center and housing in a residential village. Here, place-based programs and health and other services that will benefit tribal members will be developed, so that all members can connect with Mother Earth and the natural world and future generations can learn, practice, and sustain Muwekma history, heritage, and cultural and linguistic traditions within their ancestral homeland.

Founded in 2021 MOPF supports tribal sovereignty and cultural preservation for the benefit of tribal members and the larger community in Muwekma Territory through land acquisition, land stewardship, and partnerships. The Board of Directors is composed of tribal council members, archaeologists, anthropologists, and land conservation practitioners. The organization is planning on hiring its first staff member, an Executive Director, in the fiscal year 2023-24.

RESPONSIBILITIES

Provide public outreach and education in collaboration with the Tribe and the MOPF

- Support tribal members in providing presentations and land acknowledgements on behalf of the tribe and MOPF
- Attend tabling events to conduct community outreach and engagement

Administrative support for Tribal Leadership

- Build positive and strong relationships with the Tribal Chair and Vice Chair through weekly check ins
- Support the management of the email inboxes for the Tribal Chair and Vice Chair including drafting response to inquiries and calendar meetings/event participation for Tribal Chair and Vice Chair. Highlighting opportunities that seem to be most aligned with current priorities of the Tribe/MOPF to the Tribal Chair and Vice Chair
- Support event and presentation preparation by the Tribal Chair and Vice Chair

Administrative support for the Muwekma Ohlone Preservation Foundation

- Build positive and strong relationships with the MOPF Board by attending open session of the board meeting
- Support coordination and scheduling of tribal members to provide presentations and land acknowledgements with tribal members and event planners. Working with the MOPF Financial Manager and the Board Treasurer, submit requests for honorariums for tribal member participation.
● Calendar meetings for Board and committee meetings. Support document retention of board minutes and agendas.
● Support the management of the general email inboxes including responding to community inquiries.
● Draft, format, update, and send electronic content to our community in partnership with the Board including website content, calendar, social media, eNewsletters, individual acknowledgements for donations, letters of support etc.
● Support the Customer Relationship Management (CRM) system to ensure accuracy of supporter data.

ABOUT YOU/ QUALIFICATIONS
● Highly self-motivated and demonstrated self-initiative.
● Collaborative project management, planning, and analytical skills.
● Ability to manage workload, meet deadlines, and achieve results.
● Demonstrates commitment to the mission and vision of MOPF.
● Has 1+ years of directly-related work experience.
● Clear, concise written and verbal communication skills. Uses effective written and oral communication; demonstrates empathy and listening.
● Proficiency with Microsoft Office, Google Suite applications.
● Valid driver’s license and insurable driving record.
● Flexible to work on some evenings and weekends.

TO APPLY
Email muwekmalandtrust@gmail.com to submit your resume and cover letter. Position open until filled.