Position: Project Coordinator
Office Location: Woodland, California (Yolo County)
Primary Work Location: Remote, Work from Home
Hours: Full-time, Exempt position.
Report To: Chairperson and Executive Board

Organization description:
The California Indian Basketweavers’ Association (CIBA) is a 501c3 non-profit cultural arts service organization. CIBA’s vision is to preserve, promote and perpetuate California Indian basket weaving traditions while providing a healthy physical, social, spiritual, and economic environment for basket weavers. Since 1992, CIBA has been managed by an elected volunteer Board of Directors who are traditional weavers of California Indian descent and its staff.

Position Description:
The primary role of the Project Coordinator is to work in partnership with the Executive Director, the Finance and Grants Manager and the Board of Directors to accomplish the mission and goals of the CIBA organization. The Project Coordinator will manage, coordinate and execute programs on behalf of CIBA. They will attend Board meetings and events as assigned. They must coordinate operations and support the production of CIBA events including an annual Gathering by helping coordinate meetings, mailings, working to oversee contacts and coordinate production dates. They will support operations management, staff and volunteers assigned to CIBA events.

Key Job Responsibilities:

Gathering and Event Support: Lead in the coordination and collaborate on the production of CIBA’s existing programs and the annual Gathering. Support location identity and development. Oversee mailings, operations management and event operations, including community contacts to develop the event. Collaborate and project-manage all events relevant to CIBA activities. Support Grant application and reporting requirements by writing narrative program descriptions.

Communication: Manage and oversee website communication development, social media and upgrades to all CIBA communication products. Post current events and other items of interest to CIBA followers via the CIBA website and social media sites. Maintain the CIBA website with current events, announcements, newsletters, donor acknowledgements, etc. Assist the Board as required to manage and oversee production of quarterly newsletter.

Qualifications: B.A/ B.S. or higher degree. Experience and knowledge with California Native community is essential. Experience in non-profit settings, with cultural or arts program development. Strong verbal and written communication skills. Must be comfortable working with the public via outreach and donor relations. Experience working with computers, finance reports, be well versed in computer software applications including office suites and applicable programs. Experience managing and prioritizing multiple tasks and work both independently and with the Board and staff. On occasion able to lift 35 pounds. Must have reliable transportation and a valid Driver’s License to attend CIBA Events and Board Meetings.

Salary: $57,000 - compensation commensurate with experience, contract position.

Benefits: Paid sick leave, paid time off vacation, and medical insurance reimbursement.
Applicant must be able to work flexible hours including some nights and weekends.

This is an At-will position.

To apply: Email cover letter, resume and 3 references to ciba@ciba.org

Email questions to: ciba@ciba.org