



Engagement Coordinator

The Minnesota Indian Business Alliance (MNIBA) seeks an Engagement Coordinator. MNIBA's work straddles the nonprofit and native-owned business worlds, giving us a unique opportunity to break with convention and introduce new ideas. This position allows you to work from home and will touch nearly every aspect of our operation including; public engagement, marketing and communications, event coordination, program development and more. You will gain a broad range of experience with MNIBA, the tribal communities and citizens we serve while directly impacting our mission to ACT: Align partners, Connect businesses to resources and Transform native economies.

Responsibilities may include:

- Communication with existing and prospective MNIBA partners and native-owned small businesses to engage them in the organization and help advance their efforts.
- Monitoring social media, engaging followers with new content and building our audience.
- Researching and writing original articles and commentaries.
- Research, identify and cultivate appropriate partnerships that lead to long term sustainable partnerships through the execution of Collaborative Agreements.
- Help produce and present talks, webinars and workshops.
- Marketing MNIBA's materials and services.
- Sharing in program and project management such as scheduling statewide meetings, training, merchandise, information requests, brainstorming and editing.
- Overnight travel within the state and some evening and/or weekend work.

The right candidate will bring:

- A deep understanding and experience working with tribal communities and protocols.
- Experience working with a diverse group of partners both native and non-native and emerging and established native businesses, entrepreneurs and artisans.
- Enthusiasm for our mission and building the organization (please offer any specific evidence in your cover letter)
- Strong organizational skills, is self-directed and can meet deadlines
- Relationship building skills and understanding of collaborative work
- Strong writing and grammar skills (for non-academic audiences)
- Professional and positive communication style in person, on phone and in email.
- An eye for taking photos and is comfortable interviewing people.
- Strong computer skills and working knowledge of Microsoft Office products.

- Experience with WordPress and using social media on behalf of a business or organization.

We are looking to hire on part-time basis with a 16-18 month contract for the right applicant, with the potential to grow into a full-time position. Pay is commensurate with relevant experience, starting at \$17 – \$20 per hour x 80 hours per month.

We prefer individuals with a passion in helping to expand healthy native-owned business throughout the state.

To apply - please submit on or before February 28, 2018

Please email the following to info@mniba.org

- Brief letter of interest (please note your ideal start date and any preference or limits for total weekly hours)
- Resume
- Three references
- Three writing samples (you can link to items you have published online or share writing samples of 500 words or less, describing your community with your letter of interest)

Minnesota Indian Business Alliance

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