



# TRIBAL LAW AND POLICY INSTITUTE

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TRIBAL COURT CLEARINGHOUSE ~ [www.tlpi.org](http://www.tlpi.org)

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## **Job Announcement**

**Job Title:**

**Event Coordinator**

**Supervisor:**

Executive Director

**Location:**

West Hollywood, California

### **Job Summary:**

The Tribal Law and Policy Institute (TLPI) is a Native American owned and operated non-profit organization that specializes in providing training, technical assistance, resource development and other services to enhance tribal justice systems across the nation. For more information visit: [www.tlpi.org](http://www.tlpi.org).

TLPI was awarded a cooperative agreement through the United States Department of Justice (USDOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) to design, develop, and implement the 14<sup>th</sup> Indian Nations: Justice for Victims of Crime conference on December 11-13, 2014 (with preconference activities beginning on December 10, 2014) on the Agua Caliente Reservation in Coachella Valley, California.

The purpose of the 14<sup>th</sup> Indian Nations Conference — the largest U.S. Department of Justice sponsored Indian Nations conference — is to bring together Native American victims, victim advocates, tribal leaders, victim service providers, community volunteers, prosecutors, judicial and law enforcement personnel, family violence and sexual assault specialists, medical providers, social services and mental health personnel, probation/corrections, criminal justice and juvenile justice personnel, as well as federal and state agency representatives to share their knowledge, experiences and ideas for developing programs that serve the unique needs of crime victims in Indian Country.

TLPI is hiring an Event Coordinator to help with the below outlined duties related to the implementation of the 14<sup>th</sup> Indian Nations Conference.

### **Duties and Responsibilities:**

At the direction of, and in consultation with TLPI staff, support logistical planning and coordination of the 14<sup>th</sup> Indian Nations Conference by executing the below duties:

1. Participate in scheduled calls with TLPI staff regarding progress and issues of concern at least once per month beginning in July (depending on hire date).
2. Assist with monitoring the conference timeline (time task plan) by sending "on task" reminders to TLPI staff/committee members.
3. Finalize and secure overflow lodging in immediate vicinity as needed. Act as liaison for all selected venues. Overflow lodging coordination not to exceed three hotels in addition to the conference primary site.
4. Utilize Share point (and any other computer programs as identified by TLPI) throughout the conference development and delivery process.
5. Assist TLPI with the development of conference schedule and agenda to include (*final decisions regarding the schedule and agenda will be made by TLPI staff*):
  - a. Workshops
  - b. plenary sessions
  - c. evening activities
  - d. pre-conference institutes
  - e. banquet entertainment
  - f. exhibitors.
6. Coordinate speaker and plenary presentation details including:

- a. getting updated contact information
  - b. bios for program
  - c. title and time of presentation
  - d. description of presentation
  - e. a/v needs for presentation
  - f. room set-up for presentation
  - g. handouts for presentation
  - h. Lead responsibility to ensure that all necessary presenter/speaker information is provided and submitted as requested and in the format requested for TLPI staff review.
  - i. Collect and compile presenter materials for Conference Workshop Resources (to be posted on-line, provided as workshop handouts on-site, and possible compilation post conference).
7. Coordinate travel arrangements for conference presenters, speakers and plenary through Expedia at the direction of TLPI to include:
    - a. airline reservation
    - b. hotel reservations
    - c. emailing travel confirmations
  8. Coordinate contracts for presenters, speakers and plenary as needed.
  9. Work with TLPI staff to create master rooming list for all contracted hotels.
  10. Coordinate obtaining bids from audio/visual companies. Research submitted bids and make recommendation to TLPI for best offer. Assist TLPI in working on audio/visual contract.
  11. Create audio/visual order for each session (including pre conference institutes, general sessions, workshops, reception and banquet. This order will be based on speaker and entertainer needs acquired through the speaker form and correspondence with each individual. Act as lead liaison with selected audio/visual company.
  12. Attend hotel pre-con meeting with TLPI staff.
  13. Coordinate and oversee all arrangements with selected hotel for any receptions or side meetings to include:
    - a. space negotiations and contract
    - b. audio/visual equipment
    - c. food and beverage order
  14. Coordinate and oversee all arrangements with conference hotel(s) for lodging and meeting space needs for 14<sup>th</sup> Indian Nations Conference and pre-conference institutes to include:
    - a. exhibitor space
    - b. audio/visual equipment
    - c. food and beverage order
    - d. master lodging list (for staff, presenters, plenary and scholarship recipients)
    - e. workshop schedules and meeting rooms
  15. Coordination of Pre-conference Institutes to include:
    - a. audio/visual needs
    - b. workshop schedules and meeting rooms
  16. On-site coordination of meeting space, audio visual needs and conference troubleshooting for the 14<sup>th</sup> National Indian Nations Conference taking place December 10-13, 2014.
  17. Coordinate mailing of speaker and hotel thank-you letters.

**Supervisory Responsibilities:**

No direct supervision. Works closely with Executive Director, Program Director, Operations Director and TLPI staff.

**Qualifications:**

*Required Communication Skills:* Event Planner must have excellent verbal and written communication skills; communicate calm and personable under pressure; understand negotiation communication – specifically for hotel contracts; understand communication with Native American and Alaska Native people.

*Required Organizational Skills:* Event Planner must have excellent organizational skills; be able to multi-task and manage the details of a conference of this size and complexity; manage deadlines, the conference time task plan, speakers, plenary and conference logistics.

*Other Required Skills:* Event Planner must be a self-starter and team player; it is preferred that Event Planner has experience working with Native American and Alaska Native communities and conferences; demonstrate interpersonal skills; be able to manage venue details including but not limited to BEO coordination, audio visual, and plenary production; demonstrate the ability to coordinate travel logistics for up to 100 people; understand Microsoft Office applications.

**Compensation:**

Length of contract is approximately 6 months. Compensation will be based on a fixed flat fee rate to be determined by experience and competitive bid for contract.

**How to Apply**

Submit your resume and two references to:

Jessica Allen, Operations Director  
Tribal Law and Policy Institute  
Email: [Jessica@tlpi.org](mailto:Jessica@tlpi.org)

**Application deadline: July 15, 2014** *(position is open immediately)*

*The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.*