The Buffalo Nations Grasslands Alliance is seeking a motivated individual to grow and evolve with us!

Position Summary

The responsibilities of the Program Officer (Outreach and Engagement) include providing assistance and support to the CEO, other staff, and contractors in the administration and implementation of BNGA’s projects and independently managing the planning and implementation of grants/projects as determined by the CEO.

This position is primarily focused on the development and implementation of outreach, communications, and educational projects and assisting in the development of new projects and programs that focus in these areas. This position may be required to work within the specified parameters of grant-funded projects.

Outreach will occur in the communities of the 16 Native nations in the Northern Great Plains to increase awareness of BNGA’s purpose and goals and enhance BNGA’s understanding of the needs of Tribal natural resources departments, tribal NGOs, and communities.
**Primary Responsibilities**

Maintain and regularly update BNGA’s social media outlets.

Develop and implement social media campaigns.

Maintain and regularly update BNGA’s website.

Develop timely material to promote BNGA’s activities for distribution on social media, website, newsletters, and other external modes of communication.

Play a key role in the implementation of BNGA’s outreach and engagement plan.

Plan and implement community outreach strategies.

Design, implement, and deliver programs aimed at encouraging youth to experience the outdoors.

Coordinate meeting invitations, meeting venues, meeting reminders, and post-meeting notes of gratitude.

Communicate BNGA’s activities regularly with community leaders, tribal program staff, tribal college faculty, and understand how BNGA can best provide support to these and other groups.

Support the CEO and other staff with research, note-taking, drafting, logistical and planning support.

Assist in grant-writing, meeting with potential donors, and other fundraising activities that support program and organizational needs.

**Qualifications**

A Bachelor’s degree is desired; graduate degree preferred.

Experience with managing websites and using web design products.

Experience with managing social media outlets and using social media tools.

Experience in planning and delivering educational programs; youth programming preferred.

Experience and proven ability to encourage and nurture collaboration among diverse project partners, with an ability to create and thrive in a team environment and work in partnership with a variety of people and organizations.

Demonstrated work experience in project management, budget management, grant writing, and coordinating collaborative efforts with other partners.

Knowledge of Native American governments, Native American cultures, and policies affecting Native American Tribes.

Working knowledge of and appreciation for cultural and natural resources conservation issues in the Northern Great Plains.
Demonstrated ability to exercise sound judgment and have clearly displayed initiative and innovation on past jobs and/or contracts.

Excellent written and oral communication skills, with proven ability to convey information clearly.

Exceptional interpersonal skills with the ability, style, and personality to foster collaborative problem-solving.

Possession of the soft skills of kindness, politeness, patience, modesty, respectfulness, friendliness, and empathy.

Proven organizational skills and strong attention to and interest in detail, with the ability to meet deadlines.

Ability to effectively work remotely and independently, without regular supervision.

Valid driver’s license and willingness to travel up to 1/4 of the time annually throughout Montana, North Dakota, and South Dakota, with travel to other areas of the United States on occasion.

**Buffalo Nations Grasslands Alliance**

Buffalo Nations Grasslands Alliance (BNGA) is a Native-led, 501(c)(3) nonprofit collaborating with a broad coalition of partners to support conservation and sustainable livelihoods in Native nations in the Northern Great Plains (NGP). BNGA envisions Native nations uniting so that the diversity of life in the NGP flourishes for current and future generations. Our purpose is to ensure that the 16 Native nations with lands in the NGP have the technical and financial resources to plan and act on the vision for their traditional lands and waters, which includes ensuring that:

- Tribal members thrive by sustainably stewarding and connecting with natural resources;
- Grasslands and native wildlife on tribal lands are restored or enhanced; and
- Tribal fish and game departments have the capacity to deliver conservation at scale.

**To Apply**

Please send a cover letter and resume’ (in pdf format) with the subject heading: Job Application: BNGA Outreach Program Officer – (your last name) to sgrassel@bngrasslandsalliance.org.

Position is open until filled, with application review beginning November 1, 2023

**Buffalo Nations Grasslands Alliance is an Equal Opportunity Employer**