



**The global movement
for tribal peoples' rights**

Survival International USA
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**We help tribal peoples
defend their lives, protect
their lands and determine
their own futures**

Coordinator

This is an incredible opportunity to play a defining role in the growth of Survival International's North American office and be at the heart of increasing support in the region for our work.

You will be responsible for developing a successful and dynamic international non-profit, from donor care and supporter relations to financial administration, accounting and governance.

The position has a huge amount of variety, and enormous potential for professional development. You will be accountable to the board.

Please note that you would, until further recruitment is carried out, be the only staff person and therefore must be completely comfortable with working alone.

Requirements

You will be highly versatile, multi-skilled, and able to turn your hand to a wide variety of tasks. You should be undaunted at the prospect of being the face of Survival International USA.

You must relish the challenge of leading a small team to drive the organization's growth in the USA. It goes without saying that organization, efficiency, and reliability, are crucial.

We are less interested in formal qualifications than a demonstrated ability to manage an office effectively with great motivation. We need you to be able to work independently with minimal supervision.

You must demonstrate commitment to Survival International's vision, mission, and values.

It is crucial that you be highly numerate with flawless written English and extremely strong writing skills. Please do not apply unless you meet these criteria, which will be rigorously tested.

Other requirements:

- > At least three years' experience working in the field related to human rights and/or campaigning
- > Experience managing a team
- > Solid IT skills (mail-merge, Excel formulae, etc.)
- > Ability and readiness to work outside normal hours and to travel, if and when required
- > Confidence and resourcefulness
- > An enthusiastic and personable manner – energetic and committed

Also advantageous:

- > Experience working with Salesforce or similar CRMs.
- > Proficiency in French, German (preferred), Italian, Portuguese or Spanish
- > Familiarity with US 501(c)(3) legal and practical administration

Responsibilities

You will have overall responsibility for the growth of Survival International USA. As the office and staff grow, we expect you to delegate administrative tasks appropriately, leaving maximum time for you to dedicate to developing and pursuing strategies to grow Survival's presence in the U.S.

- > Strategy and growth (networking, outreach to new audience, etc.)
- > Governance and legal (liaison with the board, state and federal reporting, etc.)
- > Finances (banking, budgets, keeping accounts)
- > Human resources (recruitment, payroll, etc.)
- > Foundation management (grant writing, report writing, etc.)
- > Supporter management (thanking donors, helping fundraisers, etc.)
- > Office management (rent, bills, supplies, etc.)

What can we offer you?

When you join Survival International, you're getting more than just a career: you're gaining a unique opportunity to join one of the most exciting advocacy organizations around; it is not just a job. You will be working with an international team of passionate people across five other offices who really care about human rights and want to change the status quo.

You will play a crucial role in the shaping of Survival's future in the USA which will in turn grow our international campaigns and increase our capacity to fight for the survival of tribal peoples worldwide.

Being part of such a small (but growing!) team offers the opportunity for real diversity in your day-to-day work and the development of your role.

There is enormous potential for professional development given the diversity of this role and the significant amount of responsibility.

This is a full time salaried position (\$40-\$55k per annum, depending on experience). Benefits include health coverage, generous vacation time and sick leave, and an annual expenses-covered trip to London.