



## **Program Associate (full time)**

**Location:** Oakland, CA

### **Purpose and Scope**

Survival International USA is recruiting a program associate for its Oakland, CA office to support the development of Survival's activities in the United States. This position will assist the director in all aspects of Survival International's work through a wide range of tasks including media outreach and communications, campaign support, event coordination, foundation research and grantwriting, and supporter management.

This is an opportunity to play an active role in growing Survival International's US office and to be at the heart of increasing exposure and campaign activities in the region for our work.

Successful applicants will be extremely flexible, versatile, have exceptional verbal and written communication skills and be able to work both collaboratively and on their own.

### **Key Responsibilities**

The position includes a wide variety of tasks that may change as organizational priorities evolve:

- Collaborate with lead campaigners on US campaign strategy
- Assist in planning and executing campaign events, conferences, and other engagements
- Coordinate outreach to journalists, media outlets, and other target audiences
- Work with Survival's press team on communications strategy
- Research and create content for Survival's social media platforms
- Grant and foundation research, writing and reporting
- Manage supporter services and donation system including communications, mailings and donation processing
- Support management of interns
- Writing opportunities (Op-Eds, articles, etc.)
- Assist Director with other tasks as needed

### **Desired Experience and Skills**

- In general, we are less interested in formal qualifications than individual skills, a demonstrated ability to take on a variety of tasks with efficiency and motivation, a willingness to learn and enthusiasm for the position.

- Strong organizational skills and detail-oriented work ethic.
- Demonstrated commitment to Survival International's vision, mission, and values.
- Experience working in the field related to indigenous and human rights and/or campaigning.
- Strong writing skills and basic accounting skills (*Please note that there will be a test during the interview phase to evaluate your abilities to write in a professional setting and to perform basic spreadsheet tasks.*).
- Solid software skills (Microsoft Office, etc.).
- Ability and readiness to occasionally work outside regular hours, if required.
- An enthusiastic and personable manner – energetic and committed.
- An independent worker that takes initiative.
- Experience and confidence with communicating with the public.

*Other considerations:*

- Social media experience
- Familiarity with nonprofit administration
- Experience working with Salesforce or similar CRMs
- Familiarity with indigenous/native NGO sector
- Experience with event planning
- Grantwriting experience

**What we can offer you**

This is a dynamic position where you will have excellent opportunities to develop skills, evolve professionally, and develop the scope of your role with Survival. Survival's Oakland branch is a newly developing office and your work and presence in our organization will directly impact the office's goals and operations going forward.

When you join Survival International, you're getting more than just a career: you're gaining a unique opportunity to join an exciting human rights advocacy organization. You will be working with an international team of passionate people in six offices who care about human rights and want to change the status quo.

**Salary range:** \$41-46k per year, depending on qualifications and experience.

Benefits include health and dental coverage, generous vacation time and sick leave, and an annual expenses-covered trip to London.

**First review date:** July 1, 2019 but applications will be accepted until position is filled

Candidates should submit a resume (2 pages max.), cover letter (1 page max.) and completed application form.

*Survival International USA is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, gender, sexual orientation, gender identity or expression, medical condition, genetic information, marital status, national origin, disability or handicap, or veteran status.*