



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

JOB SUMMARY

The United Indians Equity Program Manager is housed in the Family Services Division of UIATF. The program focuses on community engagement to heal and strengthen community relationships and partnerships to advance UIATF's equity, inclusion, racial and social justice work, as well as strategic advocacy on issues of special interest including murdered and missing indigenous peoples (MMIP). Current Equity Program work includes: Membership in the Washington State Missing and Murdered Indigenous Women and People Task Force; Membership in the King County Coalition Against Hate and Bias (CAHB); Partnering with Sound Alliance to provide "Wrestling With the Truth of Colonization" trainings; Membership in the King County Gathering Collaborative to support Racism is a Public Health Crisis work;

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead UIATF's equity, inclusion, racial and social justice work.
- Lead and supervise 1-3 Equity Program employees.
- Supervise 3-10 individual contractors for project-specific tasks.
- Report writing.
- Facilitate meetings with staff and with community leaders with diverse backgrounds.
- Strengthen community partnerships with other community-based organizations including American Indian/Alaska Native (AI/AN) and non-Native non-profits as well as government entities.
- Represent UIATF's equity, racial and social justice work while attending frequent coalition meetings.
- Participate in coalition building activities as needed
- Lead UIATF's work to prevent and document hate and bias incidents and crimes.
- Ensure broad participation in the King County Coalition Against Hate and Bias surveys on hate and bias incidents.
- Represent UIATF on the Washington State Missing and Murdered Indigenous Women and People Task Force and communicate outcomes to the UIATF communities.
- Work with our partner Sound Alliance to organize "Wrestling with the Truth of Colonization" and other trainings.

Equity Program Manager

Job Title

5011 Bernie Whitebear Way

Seattle, WA 98199

Location (address)

\$70,000.00 annual

Wage

Full-Time

Schedule

Employer Paid Medical, Dental,
Vision, Life/Long-term Disability.

Paid Breaks, Paid Time Off, Paid
Holidays, Employee Assistance

Program

Benefits



- Coordinate and plan equity training for the AI/AN community and allies.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Knowledge of Seattle's American Indian and Alaska Native (AI/AN) community is a must.
- At least 3 years' experience working with urban AI/AN communities.
- At least one year of doing equity, inclusion, racial and social justice work.
- Experience with progressive community change methods such as grassroots community organizing, popular education, experiential education, organizational development is a plus.
- Ability to help organize events for up to 700 people.
- Bachelor's degree preferred, but experience is more important.
- Ability to work with Microsoft Office Applications suite required, and a working knowledge of social media platforms.
- Must have a valid driver's license, auto insurance, and transportation. The position will require travel throughout King County.
- The position may have some out-of-town and/or overnight travel.
- Able to work a flexible Monday through Friday 40 hr/week schedule.
- Able to work evenings and weekends.
- Must pass a background check, including relevant criminal history, and have completed COVID vaccination or hold an acceptable medical or religious exemption.

OTHER KNOWLEDGE AND SKILLS

- Understanding of AI/AN needs, priorities, and lived experience in King County.
- Strong interpersonal and communication skills, including verbal and written.
- Knowledge of the MMIP crisis.
- Proven ability to work independently as well as lead a team of diverse staff and volunteers.
- Adaptable, creative, reliable, thorough, with strong emotional control and a sense of humor.
- Able to show strong personal integrity, professional boundaries and the ability to observe confidentiality.
- Able to effectively work cross-culturally with people of diverse backgrounds, including American Indian/Alaska Native and Native Hawaiian/Pacific Islander communities as well as non-Native communities.



AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. United Indians of All Tribes Foundation is an at-will employer.

Hiring period		To Apply Complete our employment application . For questions please email our HR team at jobs@unitedindians.org United Indians of All Tribes Foundation is an Equal Opportunity Employer
Starts: 5/5/2023	Ends: UNTIL FILLED	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		