



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: February 21, 2024 Closing Date: Open until filled

NATIVE VOTE SPECIALIST

(This temporary position will commence upon hire and will conclude on February 28, 2025.)

Hourly Rate: \$20 - \$22 (DOE) Benefits: Medical

Native Vote Specialist will assist the Civic Engagement team in promoting voter participation in non-partisan, non-tribal elections for the current election cycle. This position will require travel throughout tribal communities in Arizona. Timely and regular attendance to work and events is an essential function of this position.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Assist Civic Engagement team with coordinating voter activities on tribal lands to increase American Indian voter participation in Arizona, including voter registration drives and tabling at tribal events.
- Assist Civic Engagement team with recruitment of volunteers to support Get-Out-the-Vote efforts in tribal communities statewide.
- Requires travel throughout Arizona including weekends and overnight stays.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have excellent communication skills with the ability to speak to a wide array of audiences including tribal community members, election stakeholders, and tribal leadership.
- Must manage multiple projects and events while meeting timelines and deliverables.
- Must possess competent computer skills and proficiency in Microsoft Word, Excel, Access, PowerPoint and Internet navigation.
- Prepare and maintain written reports on a regular basis.
- Knowledge of Tribal Government structures and respectful of tribal community values and norms.

EDUCATION REQUIREMENTS AND EXPERIENCE:

Associates of Arts degree plus one year experience working for a political campaign, or government office, or a High School Diploma and two years' experience or a combination of education and or administrative support experience that is equivalent. Applicant must have a valid Arizona driver's license, copy of current auto insurance, and be willing to submit to a background check.

Relocation expenses not available

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe