



Membership & Communications Coordinator – Job Announcement

Job Title: Membership & Communications Coordinator

Job Classification: Full-Time

Department: Membership & Communications

Reports To: Director of Operations

Date Written/Revised: February 12, 2025

Company Biography

The National American Indian Housing Council assists Tribes and Tribal housing entities in reaching their self-determined goals of providing culturally relevant, decent, safe, sanitary, and quality affordable housing in American Indian, Alaska Native, and Native Hawaiian communities.

***NAIHC's Mission Statement:** "To effectively and efficiently promote and support American Indians, Alaska Natives, and Native Hawaiians in their self-determined goal to provide culturally relevant and quality affordable housing for Native people."*

Role Summary

This highly visible position serves a leadership role by coordinating organizational and membership services for Tribal housing authorities, Tribal housing departments, Tribally Designated Housing Entities (TDHEs), and Associate (vendor) members of NAIHC. The Membership Coordinator reports to the Director of Operations and supports membership engagement, board services, outreach and communication to members, and assists with advocacy services.

Role Responsibilities

- Collects, maintains, and organizes all membership databases and files.
- Assist in preparations for membership reports
- Answers membership inquiries about programs, Training and Technical Assistance services, conference events, and other membership benefits.
- Manages all member payments for Annual dues through the MemberClicks platform, processes new memberships from nine regions, and provides outreach and communication for membership updates.
- Responsible for planning, writing, and editing communications to internal and external audiences using various tools.
- Manages press inquiries, drafts press releases, and coordinates media engagement related to Tribal issues.
- Develop culturally/business-appropriate written content, social media posts, and other educational materials for distribution, including bi-weekly e-newsletters, emails, flyers, posters, scripts, calendars,



and other promotional materials.

- Assists with Hill visits by NAIHC members to their elected representatives in Congress
- Provides supporting data for Board meetings and voting (resolutions) processes at Annual Conferences.
- Coordinates NAIHC booth exhibits at off-site events.
- Participates in all staff meetings and assists in other areas of NAIHC.
- Assists staff in carrying out our project-specific tasks as requested.
- Aids the entire staff in planning three major National events, including the HUD ONAP Tribal Housing Summit and HUD ONAP Asset Building Summit.
- Other duties as needed and assigned.

Qualifications

- Bachelor's degree preferred with a concentration in business administration, Political science, Communications, or Native American Studies; or at least 2 years equivalent experience in non-profit organizations or expertise in the affordable housing field (Tribal housing experience).
- Excellent organizational and planning skills.
- Strong communication skills, with proficiency in public speaking and writing.
- Research techniques, methods, and procedures relevant to technologies and content creation.
- Attention to detail and accuracy.
- Polite and professional demeanor and ability to work in a fast-working environment.
- Comfortable handling confidential information.
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems.
- Experience relevant to this position includes Microsoft Office Professional, Teams, Constant Contact, MemberClicks, Adobe Acrobat Pro, Cvent, or other event software and social media applications.

Working Conditions

Ability to travel 20% of the time, with occasional irregular/extended hours.

Telework opportunities are not provided; the position requires regular presence in the office.

Must be able to sit at a desk for at least 75% of the time and lift more than 50 pounds.

Disclaimer

Enrolled members of Native American tribes are encouraged to apply.

Time/Location

Interested applicants should submit a cover letter, resume/vitae, and three professional references to the NAIHC Interim Executive Director at lretka@naihc.net or mail documents to the address below. Candidates selected for interviews must be available for face-to-face interviews upon request. Open until filled.