



#### JOB OPENING:

The Woodland Indian Arts Board is looking for a BOARD ADMINISTRATOR.

The mission of the Woodland Indian Arts Board is *to expand the awareness and appreciation of Woodland Indian Arts and Culture through education, events and markets.* We value the well-being of Native American Artists, Volunteerism, the role of Artists in preserving our cultures and Native identity. We value partnerships and relationships with Tribes, States and communities. Native American Art is an important economic value to Tribal communities.

The Woodland Indian Arts Board working with the Oneida Nation Arts Program provides a supportive work environment where creativity and personal initiative are appreciated. You will work with the WIA Board who donate their time and expertise to the project and many Native artists and volunteers.

**Start/End Date:** 11/01/2018 – 10/31/2018

**Pay:** Negotiable

**Hours:** Part time to full time depending on funding. Prepare schedule for office to be open 20 hours per week, Monday thru Friday; week of the Art Show June 2019, must be available from opening to closing of this 3-day event.

Duties include:

1. Assist the Board Treasurer and consultants in installing new software allowing for evaluation surveys, volunteer management and financial management.
2. Update all mailing lists for artists, email contacts and address contacts.
3. Develop Standard Operating Procedures for each activity for purpose of maintaining each system.
4. Assist with coordinating the board and volunteers by setting up meetings, taking notes, and providing follow-up with board members.
5. Assist the Board in managing all projects, such as the Woodland Indian Art Show, and reporting upon their completion.
6. Update Facebook and Webpage monthly with information approved from the WIA Board meetings.
7. Answer phones and relay messages to the Board.
8. Do mass mailings/emailings as approved by the Board, and correspondence on information requests by phone or other.
9. Coordinate the work of the Board and other volunteers to complete all duties of the position.

Required Skills:

- + Computers/Technology
- + Not for Profit Management
- + Leadership
- + Organizational Skills
- + Communications

Submit a letter of application and resume to WIA Board, PO Box 116, Oneida, WI 54155 or email to John Breuninger, President: [breuningerjohn@gmail.com](mailto:breuningerjohn@gmail.com). DEADLINE: 10/25/2018