



Position Title: Indigenous Community Defense Organizer

Pay rate: Part-time Contract Employment for 25-30 hours a week at starting pay at \$25.00/hour

Location: Hybrid (Both Remote and at the Albuquerque Office Location)

Brief Description of Pueblo Action Alliance: Pueblo Action Alliance (PAA) is a community driven grassroots organization that protects Pueblo cultural sustainability and community defense by addressing environmental and social impacts in Indigenous communities.

PAA is a Pueblo-centric organization which creates a work environment catered towards Pueblo people and Pueblo traditional lifeways. We function under Traditional Core Values and 10 Points of Unity to help provide us guidance and direction with our programmatic work and decision making. PAA's target audience is Pueblo people, other Indigenous communities, climate, environmental and social justice ecosystems. PAA's Purpose, Vision, 10 Points of Unity and Traditional Core Values can be [found here](#).

The Indigenous Community Defense Organizer Job Description:

The Community Defense Organizer will provide assistance to the Indigenous Community Defense Program and Community Defense Director. Assist with planning and implementing community defense strategies outlined in current strategic planning documents, and assistance in monitoring programmatic progress. Will support with maintaining inventory of supplies needed for mutual aid and other distribution efforts for the Community Defense Program. Will support packing needs in office as necessary. Will support in keeping engaged with partners. Keeps inventory of educational materials, tabling materials, etc. Will assist in the creation of zines, infographics, and other printed materials to amplify and educate the Community Defense Campaign. Will assist in obtaining materials needed to support Harm Reduction campaigns. Will also research to create educational material on Harm Reduction to bring further community awareness All tasks will fall under the current strategic plan created under the program and its campaign goals, unless approved otherwise. Internally, they will attend required regular staff meetings and other team meetings to keep the organization informed to support the program's sustainability. The Community Defense Organizer will report directly to the Community Defense Director as their supervisor.

Job Responsibilities:

The Community Defense Organizer has the following responsibilities and duties:

- Mutual Aid
 - Will work directly with the Community Defense Director to implement, organize and comense mutual aid events and distributions
 - Assist with purchasing bulk items for mutual aid distribution, other distribution events that are within the current strategic plan
 - Assist with organizing and distributing items into care packages for specific community events like back-to-school drives, "Harvest" food boxes, and mutual



- aid distribution for houseless communities
- Campaign Education and Outreach
 - Works with Community Defense Director to co-create education opportunities via materials whether physical materials or social media/info-graphics and website materials
 - Will provide further campaign awareness through distributions, tabling at community-led events, working with other partnered organizations/entities that have requested the assistance
 - Communicate with other organizations and groups on community-led events that pertain to community defense to help spread the word and help strengthen the broader community on mutual aid and community defense initiatives
 - Work with communications team on information sharing, communications strategies, social media strategies and other media and communication needs
- Harm Reduction
 - Conduct research and relay information to about Harm Reduction education relayed by the Community Defense Director for any specific campaign with PAA's Community Defense strategic plan as well as other local efforts
 - Will help purchase and obtain supplies needed to support Harm Reduction efforts; purchases made through PAA or materials that are given to PAA through another organization/entity
 - Will help build relationships with other frontline, grassroots and Indigenous organizations within the local/regional areas on ways to collaborate on ways to provide accessible information about what harm reduction is, how we can safely talk about hard reduction in our communities, and provide other resources for communities to incorporate harm reduction in the public health sphere

Requirements:

The Community Defense Organizer should have the following skills, education and experience:

- Organizational Responsibilities
 - Aligns with PAA's Purpose, Vision, 10 Points of Unity and Traditional Core Values
 - Undergrad college degree or at least 2 to 3 years of experience in environmental/social justice spaces and/or grassroots organizing experience; it is preferred that the person has a social justice background
 - In-depth understanding or willingness to learn about the current issues relating to environmental justice, social justice, current critical race theory, Indigenous resistance movements, and history of environmental and climate justice
 - In-depth understanding or willingness to learn about Pueblo Indigenous history on colonialism, resistance and current issues
 - In-depth understanding or willingness to learn about related land, water and air injustices that impact Pueblo Indigenous and Indigenous ancestral lands, tribal lands, waterways, and air quality



- Operational Responsibilities:
 - Must attend weekly staff meetings, organized staff retreats, strategic planning meetings, and other PAA team building activities
 - Works collaboratively with staff on the Community Defense Program to help develop campaign, educational and outreach materials.
 - Have excellent communication with PAA staff
 - Must come into the office at least three days out of the week; can remote work for alternate days
 - Must adhere to all organization office and operational policies
 - Ability to work, adapt and become flexible in a fast-paced work environment

Competence in the following:

- Excellent Communications skills both internally and externally of the organization
 - Sufficient oral and written communication skills and the willingness to learn how to improve those skills
- Coordination of partner and ampliance organizations working on similar issues
- Co-visioning and collaborating on campaigns and popular education tools with other PAA staff, coalitions, and working groups
- Working with Pueblo youth and other youth organizations, groups, etc. working in intergenerational spaces.
- Ability to mediate different perspectives and opinions but maintain a position that progresses PAA's purpose, vision and framework in some times fast-paced work environments; ability to work as a team member but also independently; ability to think critically and insightful; meet specific deadlines or otherwise within the timeline pertaining to the project; ability to adapt to change and is flexible and open-minded.
- Experience working with Indigenous and Pueblo Indigenous people, as well as BIPOC and LGBTQAI2S+ communities
- Basic understanding of Word, Excel, and Powerpoint (also within a Google suite); ability to use and set up zoom meetings
- Willingness to travel periodically and has a valid driver's license and/or ability to travel to events locally and out of the area; PAA can provide assistance with alternative transportation like bus/train passes; all work related travel using one's own vehicle can be reimbursed by the organization
- Must be able to lift 25 lbs

Compensation and Reimbursement:

Pueblo Action Alliance will provide the following compensation: **\$25.00 per hour for 25-30 hours a week**; payroll will function on a bi-weekly schedule. Pueblo Action Alliance is a fiscally sponsored organization whose fiscal sponsor is the SouthWest Organizing Project, a 501c(3) non-profit. They provide financial services and oversight for PAA and have PAA staff as



contracted employees. All contract employees will work under a W9 and will be responsible for paying federal, state and local taxes as required by law; it is suggested to save 15% of total earnings for taxes. Contract expectations should be met with the understanding that the Contract Employee is responsible to pay their own taxes at year's end. PAA will reimburse mileage and any other out of pocket expenses. Weekly schedules are flexible as there will be some work hours during the weekend.

Other benefits:

- Annual Flex Fund offered to every full-time or part-time contract employment; Flex fund is offered to supplement insurance needs for health, dental, child-care, etc.
- \$80 Internet/phone stipend every month
- Paid time off; Paid cultural leave (feast days, cultural obligations, etc.); paid paternal/maternal leave
- All federally recognized holidays off
- One month of winter leave

Pueblo Affiliation Disclaimer:

PAA has a zero tolerance for individuals who falsely claim Pueblo affiliation or descent; this action will result in immediate termination of application and interview consideration. As the organization onboards new staff, it is important for us to ensure the safety and integrity of our Pueblo communities and to cultivate a workspace that is authentic to our traditional and organizational core values. Due to an overwhelming number of individuals who falsely claim "Indigeneity," PAA may request the following during the application and/or interview process: Proof of tribal enrollment or Pueblo community affiliation; this can be in the form of a Tribal ID, CIB number, a letter from a tribal government official and/or a reputable Pueblo community member.