

Management Team Expansion to Include Navajo Leadership

Spatial Data Research, Inc.

July 29, 2024

Spatial Data Research, Inc. (SDR) is seeking a Navajo/Navajo speaking individual who lives on or near the Navajo Nation for a key technical communications role in the Navajo Nation Rural Addressing project. The role will require frequent weekday travel on the Navajo Nation to support our addressing activities and to act as a liaison to Navajo chapters and partners during the mapping and addressing process. The position is full time with benefits including medical and dental insurance. While prior experience with GIS/mapping/addressing is not required, the successful candidate will be educated and trained by SDR in all activities associated with the addressing project and will develop a comprehensive high-level understanding of these to support work with chapter and other project officials. The SDR team will be based in the Farmington, New Mexico area but residence in or near Farmington is not required. Preference in employment is given to enrolled members of the Navajo Nation.

Position

- Job Title: Rural Addressing Community Outreach Manager
- Full Time with Benefits through project duration (end of 2026)
- Member of SDR's Navajo project leadership team
- Remote (working from home)
- Salary range \$25 - \$35/hour depending on experience and qualifications

Qualifications

- Mandatory fluency in Navajo language
- Valid Driver's license with clean record and personal vehicle. Mileage reimbursement is at the Navajo Nation rate for all SDR-required travel.
- Experience and comfort speaking at meetings
- Experience and comfort with Windows 10/11 operating system and Microsoft 365 suite of products including Word, Excel, Outlook, Teams and PowerPoint
- Familiarity with the operation of the Navajo government

- Public Safety, health care, education, delivery service, utility or other on-the-ground employment experience and/or familiarity on the Navajo Nation in multiple chapters preferred
- Good geographic knowledge and awareness of the Navajo Nation
- GIS/mapping/addressing experience or comfort with maps, on-line mapping and high-level addressing patterns
- Physical Requirements: This job will require driving a vehicle on paved and unpaved roads to reach chapter houses throughout the Navajo Nation.

Duties

- Assist SDR management and field teams with cultural understanding and education
- With SDR management, schedule, plan and attend chapter pre-field work and community meetings and lead meetings where appropriate
- Be responsive to on-the-ground needs of NDPS and the project management team that relate to SDR's role in the 911 and Rural Addressing project
- Interface with SDR's Communications personnel and help enact public relations plans
- Participate in SDR project planning and status meetings (held virtually by Teams)
- Perform GIS and Addressing support activities as assigned
- Weekly roll-up reporting and regular status reporting
- Will require frequent travel for team, chapter, and regional meetings on all parts of the Navajo Nation
- Schedule, plan, attend, and lead chapter community meetings on behalf of the project
- Other duties as assigned

To apply, submit cover letter, resume and application to:

pknight@sdrmaps.com

Applications accepted through August 23, 2024

Download employment application at:

<http://www.sdrmaps.com/html/pages/employment.html>