Land Back Coordinator Job Description

Sogorea Te’ Land Trust is an urban Indigenous women-led land trust based in the San Francisco Bay Area that facilitates the return of Indigenous land to Indigenous people. Through the practices of rematriation, cultural revitalization, and land restoration, Sogorea Te’ calls on Native and non-native peoples to heal and transform the legacies of colonization, genocide, and patriarchy and to do the work our ancestors and future generations are calling us to do.

We are hiring for a Bay Area based, focused and culturally engaged person to support our land back processes.

Responsibilities

- Lead and manage administrative logistics of returned land sites such as documentation & record keeping both physically and virtually
- Coordinate research and communications regarding potential acquisitions & existing sites
- New Land Site Exploration
- Respond to email inquiries and land intake form submissions
- Attend team meetings including admin team, land team, all staff meeting and bi-weekly legal meetings
- Manage utilities & repairs for all STLT-owned sites, and facilitating bids for repair contracts
- Facilitate the permit process and projects on land projects
- Support tax exemption processes and business licenses for all STLT-owned sites
- Communicate and coordinate with land partners
- Report development and communication
- Support capital campaigns and improvement projects
- Support the development of STLT’s land vision and policy
- Participate and at times support facilitating community projects, events, and tabling

Qualifications

- Knowledgeable about local Indigenous histories, California Native histories, contemporary Indigenous issues and urban Indigenous communities
- Familiar with land return, land back and rematriation movements
Knowledge of legal process related to land transfer, real estate, and/or bringing land into tax exempt status

- Strong organizational and project management skills
- Ability to work independently and with a team
- Drivers License
- Excellent communication skills
- Basic web design skills is a plus, desired but not required

Compensation

- FT position, 32 hours a week
- 50k annual, + benefits after 90 days
- Kaiser Gold medical insurance
- 2 weeks paid vacation
- 2 weeks paid hibernation
- 2 weeks paid cultural development time
- Education and wellness stipend

Indigenous (e.g., Turtle Island, Pacific), Black, Latinx/a/o, Asian, People of Color, Women, Femmes, Queers, and Two Spirit identified People encouraged to apply.

Please submit your resume and cover letter to info@rematriatetheland.org by 02/14/2024. Anticipated start date is mid-March.