



NACDI is seeking an energetic and motivated person to work with our small, talented staff to be part of realizing our vision to uplift and celebrate the Native community's vision for a vibrant future. This position acts as part of the central support team that includes the Chief Executive Officer and Chief Operating Officer. Candidates for this position should be highly organized; people- & community-focused, and possess a positive, forward-thinking perspective.

Operations and Administrative Coordinator

Required Skills and Attributes:

- ❖ Ability to work with detailed and time-sensitive issues
- ❖ Highly developed interpersonal skills; must be able to clearly communicate with both the CEO, the COO, entire staff employees, community, partners and vendors
- ❖ Organizational skills and the flexibility to move from a range priorities
- ❖ Working knowledge of basic computer skills and applications
- ❖ Familiarity with Native cultures and the Native community on the local & regional levels
- ❖ Ability to handle sensitive HR & finance related materials

Main Job Tasks and Responsibilities

- ❖ Administrative
 - Oversee and maintain electronic and hard copy filing copy filing
 - Handle logistics (schedule and coordinate meetings, cultural events, retreats, etc.) for the organization as needed
 - Prepare and distribute agendas for staff meetings in a timely manner
 - Open, sort and distribute incoming correspondence
 - Send mail correspondence as needed
 - Maintain office supply inventories
 - Attend regular staff councils and relevant project team meetings
 - Coordinate maintenance of office equipment
 - Administrative support for the CEO
 - Coordinate among different schedules of the CEO
 - Monitor email correspondence

- Represent CEO at meetings where requested

❖ **Finance**

- Support project managers and vendors with online billing and payment procedures
- Submit proper documentation that accompanies all financial transactions
- Act as liaison to accounting for the processing of vendor payments, bill payments, Organization POC with accountants for documents on financial transactions
- Bank deposits at least twice weekly
- Manage petty cash

❖ **Facilities**

- Lead on keeping office equipment in good repair
- Pay monthly bills (power, internet, etc)

❖ Other duties as assigned

Salary: \$50,000 (negotiable based on experience), plus full fringe benefits (medical, dental, generous PTO, 401k employer contribution).

Please submit a cover letter and resume to the NACDI CEO Robert Lilligren, rlilligren@nacdi.org. The first review of submissions will be on July 15, 2022. This position is posted until filled.