



# Summer Opportunity!

## PROGRAM ASSISTANT

### UNM Off-Campus Work Study



#### **Work Location:**

First Nations Development Institute – ABQ Field Office  
4263 Montgomery Blvd NE Suite I-230  
Albuquerque, NM 87109

#### **Position Summary:**

This position is to assist in the administration and coordination First Nations' projects that may include, but not limited to, coordinating logistics for FNDI convenings and meetings; assisting program officers under a variety of grant programs; online research and research assistance, and performing administrative duties.

#### **Minimum Qualifications:**

Enrolled in a degree seeking program at UNM, enrolled at least half-time (6 hours) at UNM for fall and spring semesters (audit hours do not count), and must meet Satisfactory Academic Progress.

#### **Preferred Qualifications:**

Knowledge of and/or familiarity of Tribal Nations, knowledge of non-profit organizations and practices, strong written and verbal communication skills, competent self-starter who will take initiative and work independently, excellent interpersonal, communication and organizational skills, customer service oriented, strong administrative ability and attention to detail, ability to organize and meet deadlines, strong computer skills, including but not limited to MS Office, Excel and Power Point, positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency.

#### **Pay Rate:**

\$13.00 / hour

#### **Apply:**

For best consideration apply by **May 12th** at <https://unm.csod.com/ats/careersite/JobDetails.aspx?id=8682&site=14>

**More Info:** Email [info@firstnations.org](mailto:info@firstnations.org) or call (505) 312-8641

**Website:** [www.firstnations.org](http://www.firstnations.org)

FIRST NATIONS DEVELOPMENT INSTITUTE