



## Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

**Position Title:** Office Manager  
**Reports To:** Executive Administrator  
**Job Level:** Full-time/Exempt  
**Job Location:** Longmont, Colorado

First Nations Development Institute (First Nations) is a 41-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

As part of First Nations' administrative team, the Officer Manager is a responsible, energetic, self-motivated problem solver. The position is responsible for managing and supporting administrative office duties that include shipping and mailings, coordination and support of in-person and virtual meetings, management of remote offices in California and New Mexico, purchase requests, equipment maintenance, management of off-site storage, management of First Nations' library, office site maintenance, and other administrative tasks.

The Office Manager is based in the First Nations' Longmont, Colorado, office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and employees are expected to report to our offices when deemed safe. Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination is required.

### **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Perform day-to-day office administration tasks:
  - Manage office printers to ensure they are all operational
  - Assist in coordination of in-person and virtual meetings
  - Assist in operation of remote offices located in California and New Mexico
  - Assist staff with administrative tasks that include mailings, conference preparation, and purchasing equipment and supplies
  - Manage office-shared files to keep procedures and staff information up to date
  - Provide general back-up for the Executive Administrator
  - Perform basic troubleshooting for IT and phone issues
  - Schedule office and equipment maintenance calls
  - Manage and maintain all required building and safety codes
- Assist with managing the reception area, including answering in-bound calls; managing the mail, and keeping the office looking presentable and neat
  - Answer general questions by telephone and direct calls to appropriate staff members
  - Manage incoming and outgoing mail (USPS, UPS and FedEx)
  - Coordinate shipping and mailings for First Nations
- Provide administrative support to First Nations staff



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- Manage and schedule equipment maintenance
- Manage off-site storage and First Nations library inventory
- Assist with the coordination and logistics for First Nations board meetings, prepare meeting materials, and serve as point of contact for board travel accommodations
- Perform other administrative duties as assigned
- Manage and coordinate internal First Nations wellness plan
- Assists the Development Officer and Resource Development Coordinator with data entry, which includes:
  - Manage mail removal database
  - Manage printing, signing and mailing of acknowledgement letters
  - Manage process for monthly acknowledgements, personal thank you cards, and envelopes
  - Manage printing and mailing of donor meeting request letters

### **MINIMUM REQUIREMENTS**

- Bachelor's degree
- Three to five years of relevant experience (e.g., clerical or office administration experience)
- Knowledge of non-profit organizations and practices
- Proven office management, administrative, or assistant experience
- Excellent time management and organizational skills
- Customer service focus and attitude
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Excellent written and verbal communications skills
- Proficient in MS Office, Excel and PowerPoint
- Positive attitude, good people skills, and the ability to work closely with people at all levels of experience and proficiency
- Demonstrated ability to successfully direct work of contractors and maintenance activities
- Must have a car
- Able to lift and move 50 pounds up and down stairs
- Attention to detail
- Strong problem-solving skills



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### **PREFERRED REQUIREMENTS**

- Knowledge of and/or familiarity with the historical and contemporary workings/status of Tribal Nations
- Experience working with diverse cultures and specific experience with American Indian communities and culture
- Five to seven years of relevant experience

### **MEASURES OF SUCCESS**

- Assigned projects are completed on time to specified project expectations.
- Positive feedback regarding office administration, building management, and support
- Positive employee/client feedback on projects, mailings, etc.
- Meets or exceeds expectations regarding reports and Board support

### **BENEFITS**

Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays

### **SALARY RANGE**

\$36,500 to \$52,000

### **TO APPLY**

Submit a cover letter, resume and three references to [HumanResources@firstnations.org](mailto:HumanResources@firstnations.org). Please note Office Manager in the title of the email.