



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Operations Officer
Reports To: Vice President – Programs and Administration
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.

The Operations Officer is a valuable part of First Nations' operations and administrative team and helps to ensure that First Nations' day-to-day work needs and overall mission are met. The Operations Officer is a responsible, energetic, self-motivated problem solver. The position is responsible for managing and supporting operations and administrative office duties that include shipping and mailings; coordination and support of in-person and virtual meetings; building maintenance; management of leases of all remote offices; maintenance of safety and COVID-19 protocols; management of remote offices in California and New Mexico; management of purchase requests; equipment maintenance; management of off-site storage, management of First Nations' library, office site maintenance; and other administrative tasks.

The Operations Officer is based in the First Nations' Longmont, Colorado office.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Ensure administrative support to First Nations staff
- Perform day-to-day operations and office administration tasks:
 - Ensure office printers are all operational
 - Assist in coordination of in-person and virtual meetings
 - Assist in operation of remote offices in California and New Mexico
 - Assist staff with administrative tasks that include bulk mailings, conference preparation, and purchasing equipment and supplies
 - Provide general back-up for the Executive Administrator
 - Schedule office and equipment maintenance calls
 - Ensure IT system maintenance and user support needs are met
- Manage and maintain all required building and safety codes
- Maintain COVID-19 safety protocols
- Maintain function of office buildings and maintenance
- Manage leases of remote offices
- Ensure equipment maintenance is conducted



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- Manage off-site storage and First Nations library inventory
- Manage and coordinate internal First Nations wellness plan
- Plan staff and other in-person meetings
- Assist departments with consultant onboarding
- Perform other duties as assigned

MINIMUM REQUIREMENTS

- Proof of documentation of COVID-19 vaccination is required
- Bachelor's degree
- Three to five years of relevant experience (e.g., clerical or office administration experience)
- Proven office management, administrative, or assistant experience
- Demonstrated ability to successfully direct work of contractors and maintenance activities
- Strong customer service focus and attitude, good people skills, and ability to work closely with a wide variety of First Nations stakeholders and staff who may be at all levels of experience and proficiency
- Strong problem-solving skills
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Attention to detail
- Excellent written and verbal communications skills
- Experience with databases, networks; knowledge of system security and data backup/recovery
- Familiarity with various operating systems and platforms
- Strong computer skills, including Microsoft Office, Excel and PowerPoint
- Proficient in Microsoft Office, Excel and PowerPoint
- Must have a car and valid driver's license
- Able to lift and move 50 pounds up and down stairs

PREFERRED REQUIREMENTS

- Knowledge of non-profit organizations and practices
- Knowledge of and/or familiarity with the historical and contemporary workings/status of Tribal Nations
- Experience working with diverse cultures and specific experience with Indigenous 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



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- Positive employee/client feedback on efficient and effective completion of projects, mailings, etc.
- Meets or exceeds expectations regarding reports and Board support

BENEFITS

First Nations offers a competitive benefits package to employees including employer matched 403b retirement plan; health benefits package and employer health insurance contribution; flexible spending plan; paid time off including sick leave, vacation, and quarterly personal days; and holidays.

There is room for advancement in this position.

SALARY RANGE

\$45,000 - \$57,000

TO APPLY

Submit a cover letter, resume and three references to HumanResources@firstnations.org. Please note Operations Officer in the title of the email.