



# FIRST NATIONS DEVELOPMENT INSTITUTE

**Position Title:** Office Manager  
**Reports To:** Chief Operations Officer  
**Job Level:** Full-time/Exempt  
**Location:** Albuquerque, New Mexico

## **POSITION SUMMARY**

First Nations Development Institute (First Nations) is a 42-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.

In 2018 First Nations opened a satellite office in Albuquerque, New Mexico. The office has grown in staff and continues to grow. The Office Manager is responsible for managing the office, keeping it presentable and neat; answering inbound calls and directing callers to appropriate employees; managing the mail; and performing a wide array of administrative tasks and overall office support for First Nations. This is a full-time, onsite position, Monday through Thursday, 8 am to 5 pm. The candidate should have great customer service skills, and be focused, organized, self-motivated, and able to maintain the front desk and provide general administrative support.

## **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Manage reception area, including answering inbound calls; manage the mail, and keep area 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)
  - Manage office printers to ensure they are all operational
- Manage supply inventory and restock supplies (office, printer, mailing, marketing, kitchen supplies)
- Order food/hospitality management
- Coordinate birthday, anniversary and staff events (planning and coordination)
- Perform filing, scanning, and archiving documents as requested
- Schedule, coordinate, and host meetings as requested
- Provide conference room and kitchenette setup and cleanup
- Serve as general backup for the Executive Administrator and Operations Officer
- Assist staff with administrative tasks, including mailings, conference preparation, and purchasing equipment and supplies
- Provide administrative support to First Nations staff
- Manage and schedule equipment maintenance
- Assist with the coordination and logistics for First Nations board meetings, executive meetings, and team meetings; prepare meeting materials; and serve as point of contact for travel accommodations
- Assists the Data Administrator and the Database Coordinator with data entry
- Manage the University of New Mexico Work Study program



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## **MINIMUM REQUIREMENTS**

- Proof of documentation of COVID-19 vaccination
- High school diploma or equivalent certification
- Three to five years of administrative experience and proficiency with virtual platforms, e.g., Zoom, GotoMeeting, Teams
- Demonstrated experience working with diverse cultures and/or communities of color
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Excellent customer service and interpersonal skills
- Strong attention to detail, organization and planning skills
- Able to lift and move 50 pounds up and down stairs
- Excellent attendance
- Valid driver's license and car to run errands and make deliveries
- Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination

## **EMPLOYEE BENEFITS & PERKS**

- First Nations provides a number of employee benefits which include:
- Health Insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 80 hours per year
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

## **SALARY**

Starting - \$35,000 annually

## **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.