

FIRST NATIONS

DEVELOPMENT INSTITUTE

ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

Position Title:	Administrative Assistant
Reports To:	Facilities Manager
Job Level:	Full-time/Exempt
Location:	Longmont, CO, Office
Supervises:	No
Date Reviewed:	February 2017 / Revised July 2024

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing. Through our programs, communications, and grantmaking, First Nations’ staff operate within a fast-paced setting, serving Native-controlled nonprofits, Native Nations’ government departments and programs, and a wide variety of large and small donors across the U.S. and Indian Country.

POSITION SUMMARY

The **Administrative Assistant** plays an integral role in supporting the Administration team in maintaining and supporting the effective, day-to-day functioning of First Nations’ operations and programs in a fast-paced environment. The **Administrative Assistant’s** primary responsibilities include:

- Maintaining the front desk and providing prompt, strong customer service and general administrative support;
- Answering inbound calls and directing callers to appropriate staff members;
- Managing common areas in the office, keeping them organized and presentable, and ensuring hospitality and office supplies are replenished;
- Managing incoming and outgoing mail; and
- Supporting First Nations’ Facilities Manager, Executive Administrator, and other operations and program staff on a variety of projects as assigned.

This position requires a background check for the potential candidate as it requires handling money and working with First Nations’ Finance team.

ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations’ standards, policies, and procedures, and to local, State, and Federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

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This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at sklein@firstnations.org.

ADMINISTRATION ASSISTANCE AND DUTIES

Administration Assistance. With direction from the Facilities Manager, the **Administrative Assistant** coordinates and supports First Nations' administration duties including:

- Providing strong, solutions-oriented customer service to staff and external partners by:
 - Answering inbound calls and directing callers to appropriate staff members;
 - Promptly responding to requests from staff and vendors;
 - Performing filing, scanning, and archiving documents, as requested;
 - Managing all incoming and outgoing mail (USPS, UPS, FedEx); and
 - Assisting staff with administrative tasks that include mailings, conference preparation, and purchasing supplies.
- Maintaining a professional, organized office setting with attention to:
 - Preparing common areas and meetings spaces prior to and after meetings;
 - Managing supply inventory by ordering and restocking supplies (e.g., office, printer, mailing, marketing, kitchen supplies, hospitality supplies); and
 - Ensuring storage areas are well organized and maintained.
- Supporting efforts across departments to ensure that program and department requests are met;
- Supporting First Nations' Programs, Grantmaking, Communications, Development, HR, and Finance teams guided by in-house policies, procedures, and processes as follows:
 - Assisting with in-house mailings;
 - Recording daily checks/donations revenue log;
 - Serving as the first point of contact with grant applicants and grantee partners and connecting callers to appropriate program and grantmaking staff;
 - Coordinating approval and signing of a variety of agreements with both the First Nations leadership team and departments; and
 - Preparing orders for the \$pending Frenzy program;
- Maintaining First Nations' library to keep educational materials and organizational publications organized and in stock.

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Administration Procedures. The **Administrative Assistant** supports the Administration team including the Facilities Manager and Executive Administrator and plays a role in reviewing, maintaining, and updating First Nations' administration procedures in the Admin team's digital folders. This position supports the Administration team in ideating efficient administrative systems and processes and making improvements where needed.

JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Facilities Manager, the **Administrative Assistant** is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
- Developing an annual individual training and professional development plan and related timeline; and
- Setting specific and measurable performance goals annually.

WORKPLACE CULTURE

The **Administrative Assistant** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- Serving First Nations' staff and community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

EDUCATION AND EXPERIENCE

Minimum Requirements

- 1+ years of experience in an office setting
- Experience with, and knowledge of, Microsoft 365 (e.g., Outlook, Word, Excel) and basic Adobe products
- Experience with, and knowledge of, using shipping sites (UPS, FedEx, USPS)
- Experience with, and knowledge of, using copy machines
- Reliable vehicle for occasional errands

Preferred Requirements

- High School Degree
- Experience with, and knowledge of, nonprofit organizations and best practices
- Willingness to work with diverse cultures/audiences, and with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

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- Notarized

KNOWLEDGE AND SKILL REQUIREMENTS

- Focused self-starter: detail-oriented, organized, and self-motivated to produce timely, quality work in a fast-paced office environment
- Analytical and solutions-oriented thinker: ability to work independently, organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Tech savvy: comfortable learning new software and databases
- People-person: Excellent customer service and interpersonal skills
- Strong communicator: professional and strong written, verbal, and listening communication skills
- Strengths-based mentality: positive attitude and effective in working with people at all levels of experience/proficiency
- Team player: Demonstrated ability to work in a team environment

MEASURES OF SUCCESS

1. Demonstrates proactive monitoring, organization, and upkeep of all supplies and common areas to keep First Nations' Colorado office operating seamlessly
2. Supports admin team in ensuring the administrative needs of First Nations staff are promptly addressed with professional, strong customer service
3. Serves as a reliable point-of-contact for staff and external partners during business hours (Monday-Thursday 8am-5pm)
4. Demonstrates teamwork and collaboration with all colleagues
5. Maintains and upkeeps the Admin team's digital folders and filing system
6. Complies with all First Nations' standards, policies, and procedures


PHYSICAL REQUIREMENTS AND WORKING CONDITIONS



- Full time in-office Monday through Thursday, 8am-5pm; this is not a remote or hybrid-working position
- Stand and walk for periods of time up to two hours during an 8-hour day
- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 50 pounds (one case of paper) on occasion
- Availability to travel occasionally

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

 2432 Main Street
Longmont, CO 80501

 303.774.7836
 info@firstnations.org



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- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, 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

The salary range for this position is \$45,000 to \$62,000 annually.

TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).
You will be asked to upload your cover letter, resume, and three references in the job application.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.