



## JOB DESCRIPTION

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**POSITION:** Administrative Assistant – Part-Time/Full-Time (May-August)

**WAGE RANGE:** \$15.00 - \$20.00

**SUPERVISOR:** Executive Director

**Summary:** We are looking for an energetic professional who enjoys new duties and challenges. Our busy, client-focused office needs a reliable, well-organized Administrative Assistant to handle day-to-day operations with a focus on efficiency, time management, and project management administrative support. The Administrative Assistant will be responsible for coordination & planning of office meetings, strong communication, can work independently and with a team, understand administrative procedures, and have excellent customer service support.

### DUTIES & RESPONSIBILITIES:

1. Assists the team in the intake of loan applications and professional communication with the customers throughout the loan process.
2. Responsible for the efficient day-to day operations of the department.
3. Responsible for ordering supplies for the events & office.
4. Document task tracking and project administrative support.
5. Support marketing tasks administratively and with communication to vendors as needed.
6. Responsible for administrative support with IT communication, website maintenance and technology needs in collaboration with all staff.
7. Ensure the office area is clean, professional and organized for customer interaction.
8. Assists the Executive Director and Team Members, as needed.
9. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent. Associate Degree, preferred.
2. Must have previous office experience.
3. Possess good organizational skills, multi-tasking, and strong time management ability to meet deadlines.
4. Understand & assist with social media.
5. Excellent teamwork skills and experience is necessary.
6. Research experience a plus or ability to perform research.
7. Strong, solid computer and technological skills including word and apps.
8. Possess good oral, written communications skills in a professional setting. Excellent customer service skills. Understanding of Native communities is a benefit.
9. Must be able to maintain confidentiality.

*\*As this is a Native CDFI, Native preference in hiring is provided to Natives of federally recognized tribes.*