



Native American Community
Development Institute/
All My Relations Arts Gallery



Administrative Assistant Job Description

Organizational Overview:

NACDI is a non-profit community development \ organization working specifically with the American Indian community in the areas of community and economic development, planning, training and education, research, and technical assistance.

All My Relations Arts is an initiative of NACDI and serves as an arts program and gallery space. AMRA provides both American Indian and non-Indian audiences broad access to quality American Indian art. We offer arts education programming, community events, and quarterly exhibitions.

Job Summary: Performs administrative support for the organization as a whole. Assists with various administrative tasks, such as budget preparation and control, filing and recordkeeping, preparation of materials and minutes for the Board of Directors, and other special projects as assigned. Handles routine correspondence and other requests for information. Compiles, stores, retrieves, and reports organizational data as needed. May coordinate bulk mailings.

REPORTING PROTOCOL: NACDI President and CEO

CLASSIFICATION: Full-time

Administrative Duties

Main Job Tasks and Responsibilities

- answer, screen and transfer inbound phone calls
- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine enquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- prepare agendas for meetings and prepare schedules
- record, compile, transcribe and distribute minutes of meetings
- open, sort and distribute incoming correspondence
- maintain office supply inventories
- coordinate maintenance of office equipment
- coordinate and maintain records for staff, telephones, parking and petty cash

Education and Experience

- computer skills and knowledge of relevant software
- knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Key Competencies

- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork

Salary: \$38,000.00 plus benefits

Closing Date: Open until filled

Qualified applicants please send a cover letter and resumes to:

rlilligren@nacdi.org