



Program Assistant position in Washington DC

The National American Indian Housing Council (NAIHC) is seeking to fill the full-time position of Program Assistant. This Program Assistant position will focus on NAIHC's training and technical assistance activities (T/TA) and general office administration.

The position coordinates day-to-day processes for NAIHC T/TA programs. This includes collecting, maintaining and organizing all program database records and files including student attendance, examinations, certificates and scholarship applications; updating NAIHC website with timely, accurate information and forms for all program events and programs; assisting in the preparation of program reports by gathering statistical information in fulfillment of program reporting requirements. The position is also responsible for providing printed promotional materials related to programs, products and services for distribution; coordinating travel; providing instructors with materials including registration list; assisting with reconciliation of tuition fees, membership payments, credit cards and other program transactions; reviewing expense reports and payables submitted by field staff and consultant invoices for accuracy and required documentation of products and services delivered. The position drafts all correspondence to students who complete all requirements for PIHM and coordinates all logistics for recognition of students at NAIHC events. The position also drafts RFP's for presenters and consultants and coordinates the selection process and timeline.

General office duties will also include logging and distributing incoming mail and preparing mailings; participating in staff meetings, retreats, strategic planning sessions, and organizational meetings; and procuring resources, services and supplies to meet NAIHC office needs. The position will also cross train with other NAIHC staff, to provide back-up assistance to other Program Assistant positions.

Candidate skills required include: Bachelor's degree in business, social services or related field; Minimum of 5 years of progressively responsible experience in non-profits, including experience in grant and program support; strong knowledge of computer systems, possess excellent customer service skills; strong written and oral communication skills. This position requires a highly organized individual with time-management, accuracy, web and desktop publishing skills.

Candidates should send their resume and cover letter to careers@naihc.net. Please place "Program Assistant" in the subject line. For more information on NAIHC visit www.naihc.net. Position will be open until filled.