



Office Administrator

The National American Indian Housing Council (NAIHC) is seeking a highly qualified individual to serve as full-time Office Administrator based at its Washington, DC headquarters near the nation's Capitol.

Job Description: The Office Administrator ensures smooth operational functioning across all departments at NAIHC. NAIHC is the only national 501(c)(3) nonprofit organization representing tribal housing organizations and interests. This entry-level position reports to the Finance and Operations Manager. The Office Administrator wears many hats and must be punctual, reliable, deadline-oriented, positive and ambitious.

Some of the diverse and interesting areas of responsibility revolve around being the face of NAIHC – the first person visitors see, ability to answer inquiries on-line and by phone, and to create a positive and welcoming atmosphere. In addition, the successful candidate will schedule appointments, manage incoming correspondence, maintain and procure office supplies and equipment as needed, process and enter cash receipts, process all vendor and contractor invoices, maintain data and hard copy filing systems, assist in planning and executing conferences and events, and process travel authorizations for staff. Special projects will come from each of the departments of NAIHC including Training & Technical Assistance, Finance, Legislative Advocacy, and Membership – all providing an opportunity to understand the services we provide to our Tribal members across all 50 states. Our new cross-training initiative guarantees that you'll learn a wide range of skills. You'll use your customer service skills to help users of our Learning Management System. You'll be our official note-taker at all meetings. Both our members and staff rely on the Office Administrator to ensure that NAIHC operates like a well-oiled machine.

Qualifications: The ideal candidate will have a bachelor's degree in business, administration or other related fields preferred; or a minimum of 2 years of relevant experience in an office environment. The candidate must be self-motivated and have an attention to detail; have strong oral and written communication skills; and have the ability to work with a diverse workforce and membership. A positive attitude, tenacity, teamwork, empathy and a desire to serve others - are critical signature strengths. The position also requires a professional demeanor when interacting with our Federal, state and tribal partners. Experience with existing software platforms is an added plus, which includes MS Office Professional (Outlook, Teams, Word, and Excel), Adobe Acrobat Pro, Zoom, Constant Contact, MemberClicks, Cvent and other traditional membership association applications.

Salary: Salary level depends on experience. NAIHC offers an excellent benefit package.

Enrolled Members of a Federally-Recognized Tribe: NAIHC is an equal opportunity employer. However, NAIHC will provide consideration in its employment practices to persons who are members of federally-recognized Indian tribes to the extent permitted or required by law. Persons wishing to be considered under this policy must provide a duly authorized certificate of tribal enrollment.

Interested applicants should submit a cover letter, resume/vitae and 3 professional references to Joseph Diehl, Interim Executive Director at jdiehl@naihc.net. Candidates selected for interviews must be available for face-to-face interviews upon request. Position is open until filled.