



**NORTHWEST
NATIVE
DEVELOPMENT
FUND**

WE ARE HIRING

POSITION DESCRIPTION

Position Title: Executive Support Assistant
Reports to: Executive Director, Northwest Native Development Fund
Job Level: Hourly
Compensation: \$16-\$19 DOE
Hours: Full-time
Location: Coulee Dam, Washington Office

Position Summary: To assist the NNDF Executive Staff to ensure the overall efficient and effective management of the operations of the Northwest Native Development Fund (NNDF). This role includes supporting communications, scheduling, and other administrative functions. Is a key member of the NNDF team responsible for working together to secure the long-term future for this regional Native community development financial institution.

Specific responsibilities will include:

Executive Director and Executive Team Support Responsibilities

- Prepare and produce documents, including high-level proofreading and editing.
- Maintain Executive Director and organizational master calendar.
- Perform research and project support tasks.
- Coordinate NNDF resources (both staff and material resources) and logistical preparations for meetings, presentations, etc., represent NNDF at events, site visits etc.
- Coordinate travel arrangements and conference attendance for staff.
- Manage electronic filing.
- Develop PowerPoint presentations.
- Other duties as assigned.

Board of Directors Support Responsibilities

- Prepare materials for quarterly board meetings.
- Type and send meeting minutes for board and committee meetings.
- Prepare and update board orientation materials.

Lending Support Responsibilities

- Record monthly payment reconciliations, loan payments.
- Gain knowledge on the home mortgage lending process and client contact.
- Assist pulling credit reports, UCC checks, new loan app support.

Administrative Responsibilities

- Answer phones professionally and refer calls to appropriate staff.
- Maintain NNDF calendar of events and grant calendar.
- Coordinate organizational training courses, working closely with training facilitators.
- Send reminders to course participants.
- Maintain course instructor files. Manage and coordinate course instructors.
- Support the Executive Director and the NNDF team with marketing, social media interactions, and public relations activities.
- Performs other related duties as required.

Desired Qualifications:

We are looking for someone with a shared commitment to our mission and wish to embody the organizations core values bringing a broad range of skills and experience including but not limited to:

- Bachelor's degree or equivalent work experience.
- Excellent organizational and time management skills with excellent attention to detail.
- Strong written and verbal communication skills .
- Experience working with Tribal communities or diverse communities preferred.
- Proficiency with Microsoft suite products packages, (Word, Outlook, Access, Excel, PowerPoint).
- Ability to learn quickly, work independently and handle multiple tasks with attention to detail.
- Knowledge of online communication products.

Special Requirements:

- Must be available to work full-time at the Northwest Native Development Fund Office.
- Work schedule might involve some evening and weekend work.
- Might be asked to travel for multiple days in a row.

HOW TO APPLY

Send an email to chrisc@thenndf.org with the subject line "Job Opening, Exec Support – [YOUR NAME]." In the email, please include as a single PDF attachment:

- Your resume
- 1 page cover letter explaining your interest in NNDF and the position
- Short answers to the following questions:
 - What does access to capital mean to you?
 - The NNDF conducts credit checks, is there anything you want to share with us about your credit history?
- In the body of the email, please copy and paste the content of your short answers and include your name, phone number, and email address.