



**Hopi Education Endowment Fund
Position Description
Nonprofit Assistant**

Description:

The role of the Non-Profit Assistant is to provide support services to the Hopi Education Endowment Fund (HEEF) in various administrative, marketing, development, and office management matters. The employee will perform a variety of tasks ranging from general routine clerical duties to more moderately challenging responsibilities. Reporting to the HEEF Office Manager, the Nonprofit Assistant will be a highly organized, professional and responsible staff member, who will serve as a team member in a small office environment

Duties and responsibilities:

- Greets visitors and telephone callers, ascertains the nature and purpose of visits, and provides relevant information on the HEEF
- Receives, logs in and refers mail to supervisor for distribution
- Composes/prepares routine correspondence as directed
- Performs routine office operating practices and procedures to ensure smooth, efficient and cost-effective office operation
- Provides clerical support for HEEF meetings as requested.
- Maintains office administrative procedures for donor records management, responsible for proper filing and retrieval of documents pertinent to office operations and donations
- Maintains confidential and sensitive information/data in accordance with established policies and procedures
- Assists in the implementation of public relations efforts and special events, i.e. community presentations, manning information booth, etc.
- Assists with the designing of marketing material that incorporates the HEEF values, mission and Strategic plan.
- Works with the core HEEF Team members to implement the "Hopi Word of The Day" project.
- Performs other duties as assigned and authorized to achieve HEEF objectives

Knowledge, skills and abilities:

- Knowledge of principles and practices of the HEEF
- Ability to provide professional customer service
- Knowledgeable with PCs, Microsoft Office, Adobe Professional, and other applicable software
- Ability to operate standard office equipment
- Knowledge of data-gathering techniques such as Internet research, to obtain technical and administrative materials for HEEF use
- Good analytical and problem-solving skills
- Ability to communicate effectively, both verbally and in writing

- Ability to follow oral and written instructions
- Strong organizational skills with the ability to prioritize work to meet deadlines and maintain progress on longer-term projects and objectives
- Ability to work independently on deadlines and multiple projects, as well as collaboratively in a small office

Minimum Qualifications:

Associate of Arts degree in Business or other related field and a minimum of one year working in office administration

Or

Any combination of education, training and experience, which demonstrates the ability to perform the duties of the position

Personal Characteristics:

- Supports the HEEF mission, values and strategic plan
- A team player that can inspire collaboration, demonstrate partnerships and maintain flexibility
- Outgoing and straightforward, able to share information and listen well
- Respectful of the abilities of others
- Professional attitude, appearance, demeanor
- Willingness to learn new techniques and implement ideas for the benefit of the HEEF

Necessary Requirements:

Possess a valid Arizona Driver's License
Occasional travel

Desired Requirements:

Knowledge of Hopi customs, traditions & history
Speak and understand the Hopi language

Preferences:

Applicants will receive appropriate consideration within the context of Hopi and veteran preference hiring policies

Salary:

Salary is competitive and commensurate with experience

Approved by:



LuAnn Leonard, Executive Director
Hopi Education Endowment Fund
Date: 12/13/17