



Hopi Education Endowment Fund

Position Description

Non-Profit Assistant

OVERVIEW

The role of the Non-Profit Assistant is to provide support services to the Hopi Education Endowment Fund (HEEF) in various administrative, development and office management matters. The employee will perform a variety of tasks to assist the overall HEEF staff ranging from general routine clerical duties to more moderately challenging responsibilities. The Non-Profit Assistant will be a highly organized, detail-orientated and mission-driven individual to carry out responsibilities to further the HEEF mission and vision.

DUTIES & RESPONSIBILITIES

- Provide general administrative support to the HEEF staff.
- Manages daily mail for all incoming and outgoing mail including maintaining HEEF mail log.
- Manages primary HEEF email and distributes to appropriate staff for correspondence.
- Answer and direct phone calls to appropriate staff.
- Greets and assists office visitors, ensuring a positive and professional experience for all guests.
- Maintain Board member records and contact information.
- Oversee the ordering, tracking, and distribution of organizational supplies and resources, including office materials, marketing and promotional items, event supplies, staff-related purchases, etc.
- Maintains inventory of physical donated items to the HEEF, i.e. artwork, paintings, jewelry, etc.
- Prepares, processes, staff timesheets, vehicle reservations, purchase requisitions, and other organizational support for operating procedures.
- Provides administrative and logistical support as needed for HEEF staff, committee and Board meetings, including agenda and meeting packet preparation, coordination of virtual and in-person meeting logistics, and maintaining official meeting records.
- Maintains confidential and sensitive information/data in accordance with established HEEF policies and procedures.

- Assists with coordinating and implementing outreach activities, community presentations, and special events.
- Performs other duties as assigned and authorized to achieve HEEF objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general office administration principles, practices, and procedures.
- Knowledge of Microsoft applications, Zoom, and other applicable software.
- Knowledge of recordkeeping, filing systems, and document management practices.
- Skilled in written and verbal communication.
- Skilled in problem solving and identifying administrative solutions to support organizational effectiveness.
- Strong organizational and time-management skills with the ability to prioritize multiple projects and deadlines.
- Ability to work independently on multiple projects, tasks, and assignments while adhering to deadlines.
- Ability to learn new technologies, software systems, and administrative processes.
- Ability to operate modern office equipment/machines and applicable software programs.
- Ability to provide professional customer service.
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain confidential records and information.

MINIMUM QUALIFICATIONS

Education: Associate's degree in Business Administration, Education, Communications, or other closely related fields

Experience: One year minimum professional administrative work experience; OR

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

PERSONAL ATTRIBUTES

- Supports the HEEF mission, vision and values.
- Proactive and self-motivated to take initiative to complete job responsibilities.
- Maintains a welcoming attitude and contributes positively to the workplace environment.
- A collaborative team player that can work cooperatively with staff, stakeholders, and interested parties.

- Enthusiasm and eagerness to learn more about non-profit and fundraising efforts.

REQUIREMENTS

- Posses a valid Arizona Driver's License.
- Upon employment, complete the Hopi 3D defensive driving course.
- Moderate travel on and off Hopi reservation

DESIRED REQUIREMENTS

- General knowledge of HEEF policies and procedures.
- General knowledge of Hopi/Tewa culture, history, and government.
- Speak and understand the Hopi and/or Tewa language.

PREFERENCES

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

SALARY

The budgeted salary for this position is **\$36,000** annually.

APPROVED BY



Name: Alexandra Hoyungowa

HEEF Executive Director

Date: 07/01/2026