



LHAQ'TEMISH FOUNDATION

JOB ANNOUNCEMENT

JOB TITLE: Office Manager
Lummi Nation Service Organization (LNSO)

OPEN: June 6, 2023

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: June 21, 2023

JOB CODE:

DIVISION: Lhaq'temish Foundation

DEPARTMENT: Policy/Non-profit 501c3

SUPERVISOR: Executive Director

VACANCIES: 1

JOB SUMMARY: The Lhaq'temish Foundation Office Manager assists the Executive Director with the coordination of all activities relating to the planning, organization, and implementation for the Foundation. The Office Manager is responsible for the day-to-day operation of the Lhaq'temish offices and performs general administrative support and communication services in all areas related to the development and growth of this 501c3 entity, including reception, development of reporting, correspondence, customer service, filing, purchasing, inventory management, requests for support from fiscal sponsorship teams and support of other Lhaq'temish staff. The Office Manager also provides administrative support to schedule and conduct the monthly Board of Directors meetings and will participate in community events, committees, etc., when necessary.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Assist in the planning and coordination of activities designed to ensure Foundation work plan goals and objectives are achieved,
2. Facilitate both internal and external communication to support Foundation operations for service delivery throughout LIBC, Lummi community events and fiscally sponsored projects,
3. Performs lead management and maintenance of all LNSO records, files, and documents,
4. Supports management of official correspondence with internal and external representatives as requested by Executive Director,
5. Facilitate purchase orders, invoices, travel/training arrangements and all other weekly AP requests to meet the weekly Accounting/Finance AP deadline,
6. Assist the Executive Director with coordination and implementation of fiscal sponsorship trainings as needed,
7. Collaborate with Executive Director and Board Chair to set the agendas and logistics for Board Meetings, Annual Retreats, and events, as well as take and keep formal minutes for official meetings,
8. Assist in preparation of Annual calendar of funding report deadlines, schedule of organizational events, etc.,
9. Work in partnership with LIBC accounting staff, as necessary, to comply with internal and external procedures, reporting and audit requirements,

10. Work with Finance and Grant Manager to centralize funding and grant documents electronically utilizing LIBC grant management procedures and available software or databases,
11. Maintain complete and organized databases and files,
12. Support the Executive Director to develop core strategies and management plans to achieve the LNSO mission and work plan goals,
13. Assists in identifying funding opportunities for program development, quality improvement and service growth consistent with Foundation's Mission and Fiscal Sponsorship Agreements,
14. Coordinates with LIBC Funding Staff and Program Manager(s) to prepare, submit and acquire federal/state grant applications/awards to support annual Work Plans and/or Approved Fiscal Sponsorship Agreement goals and service plans,
15. Provide support for Fiscally Sponsored Projects in service delivery to Lummi and surrounding Tribal Communities,
16. Travel and participate in various trainings, workshops, and events with LNSO Fiscally Sponsored Projects, when necessary,
17. Participate in tribal committees, events, fundraisers, etc. as necessary, and;
18. Other duties as required by Executive Director.

MINIMUM QUALIFICATIONS:

- Associate of Arts & Sciences degree, preferred
- Five (5) years work experience in an administrative service area may substitute for education requirement.
- Three (3) years prior experience working in either an administrative office or grant management
- Minimum two years (2) prior work experience in tribal community or tribal government or multi-cultural organization.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Extensive Working knowledge of Microsoft Windows, especially Word and Excel, required
- Familiarity with Accufund or similar financial system, preferred.
- Knowledge and work experience in Grant/Contract management and program compliance and quality improvement preferred
- Demonstrated ability to maintain the strictest confidentiality at all times is required
- Exceptional communication skills both verbally and written.
- Exceptional organizational skills, planning, manage and coordinate services with the ability to multitask.
- Must be friendly, courteous, tactful, proficient, and dependable.
- Ability to initiate, take responsibility, and work independently with minimal supervision are required.
- Ability to foster an office environment to support a 'team oriented' approach to administrative duties, tasks, and projects.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.