

Community Development Financial Institution of the Tohono O'odham Nation

P.O. Box 3130 Sells, Arizona 85634-0837
Phone (520) 383-0790 Fax (520) 383-1679

Position Title: Office Administrator.

Reports to: CEO, CDFI-TON

Job Level: Exempt

Location: In Person

Hours: Full Time

POSITION SUMMARY

Assist the Management and Office Team to ensure the overall efficient and effectiveness of the daily operations of the Community Development Financial Institution of TON. This role includes supporting communications, fundraising, scheduling, and other administrative duties. The Office Administrator is a key member of the organizations leadership team responsible for working together to secure the long-term future organization.

SPECIFIC RESPONSIBILITIES WILL INCLUDE:

Management and Office Team Support Responsibilities

- Coordinate scheduling and calendar management, as well as content and flow of information to all in the office.
- Manage Payables, but not limited to Payroll and bookkeeping
- Answering and redirecting organizations telephone calls.
- Prepare and produce documents, including high-level proofreading, editing and formatting.
- Manage and coordinate incoming electronic communication and the flow of information to appropriate personnel.
- Perform research and project support tasks.
- Liaising with internal and external vendors, clients, contractors on various projects and tasks.
- Coordinate CDFITON resources (both staff and material resources) and logistical preparations for meetings, presentations, training etc.
- Coordinate travel arrangements and conference attendance for staff.
- Orchestrate planning system to ensure that management and office team's priorities are met, organizational goals are achieved, and operations run efficiently.
- Manage electronic filing system.
- Develop PowerPoint presentations.

- Other duties as assigned.

Board of Directors Support Responsibilities

- Schedule quarterly and special meetings.
- Prepare materials for quarterly board meetings and loan committee meetings.
- Type and send meeting minutes for board and committee meetings.
- Prepare and update board orientation materials.
- Maintain all organization documents, including board and meeting records.

Administrative Responsibilities

- Support the CEO, Management and the CDFITON team with all requests and public relations activities.
- Implements aspects of the organization's strategic plan relevant to the responsibilities of this position.
- Collaborate with IT to troubleshoot any technological disruptions.
- Performs other related duties as required.

DESIRED QUALIFICATIONS:

- Associate Degree, Diploma/GED or preferred.
- At least 3 years relevant administrative experience.
- Excellent organizational and time management skills with excellent attention to detail.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality of information related to the organization.
- Experience working with the communities or diverse communities preferred
- Proficiency with Microsoft suite products packages, (Word, Outlook, Access, Excel, PowerPoint).
- Knowledge of online communication products; PowerPoint, Jotform, Board Effects, Survey Monkey, Monday, Zoom etc.

SPECIAL REQUIREMENTS:

- Must be available to work a flexible schedule as requested by the CEO and management.
- Work schedule might involve some evening and weekend work.
- Might be asked to travel for multiple days in a row.

CDFITON offers competitive salaries and benefits including health, dental, life and disability insurance, a Simple IRA pension plan with employer.

To Apply: Please submit a resume and cover letter to CDFI.TON, cdfi.ton@toua.net. You may also find the application on our Website: cdfiton.org