



**YEE HA'OLNII DOO D/B/A
NAVAJO & HOPI FAMILIES COVID-19 RELIEF FUND**

[HTTPS://NAVAJOHOPISOLIDARITY.ORG/](https://navajohopisolidarity.org/)

INFO@NAVAJOHOPISOLIDARITY.ORG

OFFICE & COVID RELIEF REQUEST HOTLINE: (928) 380-4955

Job Title: Tse'ii'ahi Community Center Administrative Assistant

Organization: Yee Ha'olnii Doo

Location: Tsé'í'á'hí (Standing Rock), N.M.

Position: Full time. Duration of employment is dependent upon available funding.

Supervisor: Reports to the TCC Program Coordinator and Executive Director

Position Summary

Assist in the operations of Tse'ii'ahi Community Center and assist the Program Coordinator with administrative and day-to-day tasks. The ideal candidate must be dependable, friendly and flexible with a willingness to learn and grow.

Job Duties

- Assists incoming community members.
- Provides information needed for clients.
- Works with Program Coordinator to develop reports on community center activities.
 - Airtable reports
 - Sign-in log – Total Visitors, Repeat Visitors, First-Time Visitors, Unique Visits.
 - Impact survey.
 - Workshop survey.
- Prepares daily equipment checks and disinfects equipment.
 - Develop a checklist for TCC Volunteers/Workforce workers.
 - Can delegate duties to Workforce staff if available.
- Some travel to different locations as needed.
- Assists with community center activities and scheduled events.
- Respond to emails, phone calls and text messages promptly.
- Tracks and organizes inventory for the community center.
 - Can be delegated with proper training and record spreadsheet.
 - Makes requests for supplies.
- Maintains calendars for TCC Events and Program Coordinator.
- Maintain pertinent Organization and TCC files.
 - TCC – Sign-in sheets, Surveys.
 - Virtual Folder
 - Purchasing, Receipts, Vendor Invoices, Contractor Info Sheet, W-9.
 - Marketing – Photos, Event description, Interviews.
- Create a spreadsheet for events to create flyers for events as needed.
- Other tasks as required.

Required Skills and Qualifications:

- Strong familiarity with Navajo culture and knowledge of Navajo Nation landscape.

- Ability to work well with others.
- Strong time management skills and ability to meet deadlines.
- Experience as an administrative assistant or secretary.
- Experience with data entry, record keeping and computer operations.
- Intermediate to advanced knowledge of Google applications (Docs, Drive, Sheets, Slides, Gmail), MS Office (Word, Excel, Outlook, PowerPoint), Adobe, Canva, Zoom and Google Meet.
- Excellent written and verbal communication skills.
- Navajo language speaking skills preferred but not required.
- Professional demeanor.
- Attention to detail.
- Must have a valid driver's license.
- Must have a clean driving record.

Work Style

Candidates should be self-motivated, dependable and able to work independently while collaborating with a small team, including remote or virtual work as needed.

Compensation & Benefits

- Hourly: \$15 per hour
- Dental insurance, PTO, flexible schedule.
- Professional development opportunities.

How to Apply

Please submit a cover letter, resume and contact for three references to info@navajohopisolidarity.org.

About Yee Ha'ólníi Doo

Yee Ha'ólníi Doo is a Navajo-led 501(c)(3) nonprofit organization founded in 2020 to respond to urgent community needs during the COVID-19 pandemic. What began as an emergency relief effort to deliver food, supplies and support to Navajo and Hopi families has grown into a broader organization focused on housing stability, safety and community-based services.

Today, Yee Ha'ólníi Doo operates three community centers: the Tsé Bii' Ndzisgaii Community Center, the Tsé'í'áhi Community Center and the Tó Hałtsoóí Community Center. These centers serve as local hubs for community gatherings, direct assistance efforts and program delivery in the areas they serve.

A major focus of the organization's work is housing rehabilitation and safety. Through grant-funded initiatives and community partnerships, Yee Ha'ólníi Doo supports home repairs that address unsafe living conditions for families and elders, including roof repairs and other critical improvements. The organization has received significant philanthropic investment to expand this work in the Arizona portion of the Navajo Nation.

Yee Ha'ólníi Doo works in close collaboration with local leaders and residents to ensure services are guided by community priorities. Its mission is centered on practical, locally driven solutions that strengthen households and improve quality of life.