



Na'ah Illahee Fund  
6512 23<sup>rd</sup> Ave NW, Suite 305  
Seattle, WA 98117  
<http://www.naahillahee.org>  
206-784-0818 office

Seattle, Washington  
January 2018

## JOB ANNOUNCEMENT

**Position:** Administrative Coordinator

**Commitment:** Part time, 20 hours/week

**Reports to:** Executive Director

**Na'ah Illahee Fund** is a community-based nonprofit organization headquartered in Seattle, with a mission to support and promote the leadership of indigenous women and girls in the ongoing regeneration of indigenous communities in the Pacific Northwest. <http://www.naahillahee.org>

**Position Summary:** The Operations Coordinator works to ensure organizational effectiveness by providing leadership for the organization's financial functions and general operations.

**Position Job Responsibilities:** Management of payroll, expenditures and budgets, accounts payable, coordination with bookkeeper and board treasurer, general correspondence, *Salesforce* database maintenance, coordination of staff and board of directors' meetings, maintenance of office supplies, bank deposits, coordinate annual audit.

**General Organization Job Responsibilities:** Participation in staff planning and meetings; operate within budget; and abide by legal requirements and company policies and procedures.

### Desired Qualifications:

- Financial management experience
- Experience in written and verbal communications
- Extremely detail-oriented
- Personal qualities of professionalism, integrity, confidentiality and reliability
- A commitment to the Native American/Indigenous community, environmental justice and women and girls' development
- Technology skills; *QuickBooks*, *Salesforce* and *Microsoft Suite*

**Compensation:** Salary \$18,000 - \$22,000 annual salary, depending on experience. Benefits included.

**To Apply:** Send resume and cover letter to [info@naahillahee.org](mailto:info@naahillahee.org), attention Susan Balbas, Executive Director.

**Deadline for application:** February 15, 2018