



Pacific Northwest Tribal Lending,
a Community Development Financial Institution
Previously, Lummi Community Development Financial Institution, 501 (c) (3)
12 Bellwether Way, Suite 224 | Bellingham, WA. 98225
360-594-6004 ph. | 360-594-6006 fax | www.lummicdfi.org



Job Description

Job Title:	Administrative Assistant
Reports to:	Executive Director
Supervises:	N/A
Status:	Non-exempt; Hourly
Schedule:	This is a temporary part time, 20 -30 hour per week schedule
Compensation:	Wage range is \$20-24/hour
Benefits:	This position does not qualify for group benefits package
Location:	This position is expected in office, part time, schedule will be mutually agreed upon. Office is located at 12 Bellwether Way, Suite 224, Bellingham, WA 98225

About Pacific Northwest Tribal Lending:

Previously Lummi Community Development Financial Institution (CDFI), Pacific Northwest Tribal Lending is a Native CDFI, non-profit 501c3 corporation that offers small business and consumer loan products, one-on-one coaching and training resources for those working to improve their family's well-being. PNTL serves tribal members who are considering entrepreneurship, expanding an existing business and/or strengthening their credit by means of access to education, financing, and asset growth.

About this position:

The **Administrative Assistant** supports PNTL operations, staff and lending programs. This position requires organizational skills administrative assistance duties, coordination of travel and calendar logistics, ensure accurate data entry, general bookkeeping, and excellent customer service skills. This position will align with the AmeriCorps Economic Mobility program for CDFIs. This position will begin as a temporary position concluding on December 31, 2024, and may transition into a fulltime regular role after December 31, 2024.

Executive Assistant Duties:

- Provide welcoming reception and greetings for clients, colleagues and guests
- Provide clear, respectful and confidential communication
- Manage staff, committee and Board calendars schedules and travel itineraries
- Prepare and maintain staff, committee and Board meeting logistics such as extending calendar invites, coordinating schedules, ensuring participants have log in details, etc.

Pacific Northwest Tribal Lending, a Community Development Financial Institution

Mission Statement

To provide access to education, financing, and asset growth,
in order to improve the prosperity and well-being of Native American families.

- Prepare meeting materials such as agendas, information packages, presentation details etc.
- Note taking and recording meeting minutes
- Editing, formatting and proofreading letters, spreadsheets, reports and other office documents
- Prepare, format and edit memos, letters, emails and other correspondence
- Manage travel and general expense reimbursement
- Design and manage paper and digital file maintenance
- Coordinate with Social Media Specialist to ensure messaging is accurate and timely
- Deliver &/or pick up mail and postage, office supplies, and confidential CDFI documents, as needed.
- Assist with grant reporting management and financials as requested.

General Office Support

- Light bookkeeping, data entry, organizing receipts
- Vendor maintenance
- Customer service and relationship development
- Maintain proper and confidential storage and retention of all records and files.
- Track, gather and analyze data for office tasks and reporting, as needed.
- Be available to assist Executive Director and staff, as needed.
- Coordinate IT support as needed

Minimum Qualifications:

- High School diploma or GED.
- Must be proficient with Microsoft and Apple software and programs (Word, Excel, formatting etc.).
- 2 years of work experience in a professional office setting
- Experience with QuickBooks software preferred
- 2 years working with business small clients/tenants and facility.
- 2 years minimum working in a nonprofit setting.
- Possess and maintain valid Washington State Driver's license, be insurable.

Knowledge, Abilities, and Skills:

- Ability to lifting 50 pounds.
- Customer service, greeting, and people skills.
- Ability to interact positively with the public, clients, staff, and partners.
- Experience with small business clients.
- Ability to organize and follow through duties in a timely manner.
- Ability to maintain high level of confidentiality and protect sensitive information.
- Knowledge of Native American/Lummi Cultural values, dynamics and family systems.

Requirements:

- Ability to learn new skills and professionally develop with position.
- Maintain confidentiality of Lummi CDFI, clients and partners.
- Must adhere state and federal laws, PNTL and Native CDFI policies & procedures.
- Native preference
- Position may have some afterhours work (before and afterhours work).
- Other related duties as assigned.

To Apply

To apply, send an electronic cover letter and resume to:

Nancy Jordan, Executive Director

Email: NancyJ@LummiCDFI.org

Applications are due August 15, 2024

For more information, please visit our website at www.LummiCDFI.org.

Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for interviews. Join us in making a meaningful impact in Native communities across the country!