Position Title: Administrative Assistant to Programs  
Department: Programs  
Reports To: Vice President of Operations & Programs  
Job Type: Regular Full-Time, Exempt

ORGANIZATION

First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the Collective Spirit® of First Peoples artists and culture bearers. Collective Spirit® is that which manifests a self-awareness and sense of responsibility to sustain the cultural fabric of a community. Collective Spirit® moves each of us to stand up and make a difference, to pass on ancestral knowledge and simply extend a hand of generosity. First Peoples Fund recognizes the power of art and culture to bring about positive change in Native communities, beginning with individual artists and their families.

POSITION SUMMARY

The Administrative Assistant to Programs will provide a high level of support to FPF’s programs department. This position will provide both administrative and programmatic support with duties divided into several areas. The assistant is also responsible for supporting the creation, development and coordination of documents, files and information for programs; including but not limited to assisting in creating program timelines, booking travel arrangements and processing travel/vendor payments. In the absence of a program manager, the assistant must be able to assess and act appropriately on incoming information to maintain program continuity. This position will work closely with the program managers, Program Weaver, and Program Coordinator/Financial Assistant.

DUTIES AND RESPONSIBILITIES:

Specific responsibilities include, but are not limited to, the following:

- Provide first level support / technical assistance to program managers, artists, mentors, trainers, and consultants.
- Provide logistical, event and travel support for organization events/training, management, and related programs and staff;
- In conjunction with program managers, sets, tracks and meets project schedules and deadlines as agreed upon at project inception; initiates and maintains relationships with contacts to facilitate project activities;
- Assist with organizing program and project meetings, workshops, conferences, and special events to advance program goals.
- Contribute to team effort by exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, and inter and intra departmental requests; seeing beyond own tasks to help fulfill programmatic and organizational goals.
- Ensure program/projects adhere to frameworks and all documentation is maintained appropriately;
- Chair and facilitate meetings where appropriate and Take meeting notes and distribute to all project team members
- Create a project management calendar and Basecamp for fulfilling each goal and objective.
- Document and follow up on important actions and decisions from meetings.
- Assist with the purchasing of office supplies and program materials.
- Adhere to all FPF Policies.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

- Associates degree required (Bachelor’s degree preferred) in a related field and must have three years of experience providing program/project administrative support and/or office experience, preferable for nonprofit and/or Native corporations.
- An understanding and awareness of the Native arts and culture field and a broad knowledge of tribal communities and cultures across North America is a plus, but not required.
- Excellent computer skills - Google drive and MS Office Suite, experience with Basecamp, a project management software a plus;
- Strong written and verbal communication skills;
● Excellent interpersonal skills.
● Ability to work collaboratively as a member of a team;
● Also, be able to work independently, take initiative and be self motivated;
● Ability to work in a busy, fast-paced environment;
● Ability to work under pressure and meet deadlines consistently;
● Highly organized, detail-oriented, self-starter project management experience preferred
● No extraordinary physical requirements. Job involves normal physical requirements for an office position.

JOB LOCATION:

● This position is located in FPF’s home office in Rapid City, South Dakota, as well as periodic offsite work.

First Peoples Fund offers competitive salaries and benefits including health insurance which becomes effective immediately. FPF’s Simple IRA pension plan that is effective after the introductory period.