American Indian Cancer Foundation®

TITLE: Administrative Coordinator   **REPORTS TO:** Operations Manager
FULL-TIME: 40 hours/week   **SALARY RANGE:** $14-$18 hourly/DOQ

The American Indian Cancer Foundation is committed to reducing cancer burdens for American Indians through education, improved access to prevention, early detection, treatment and survivor support. The ADMINISTRATIVE COORDINATOR will assist in the management of finances, vendor relations, organizational policies and procedures, meeting/event coordination and takes a lead role in providing administrative and office management support to multiple staff.

RESPONSIBILITIES INCLUDE:
* Communicate with AICAF partners, vendors and clients in a prompt, friendly and professional manner.
* Management of organizational finances and reporting and proper documentation.
* Provides administrative support to the organization (mailings, merge letters, database management).
* Assists in organizational communications updates (internal and external).
* Manages day-to-day online store operations (inventory, shipping, inquiries, updates, reporting).
* Provides logistical support in coordination of events, meetings, and fundraising activities.
* Maintain office supply inventory, equipment operation and troubleshooting.
* Maintain cleanliness and orderliness of office space.
* Occasional travel may be required.
* Ability to meet and prioritize the demands of an evolving growing nonprofit organization.
* Additional duties of similar complexity will occasionally be required.

Preferred Background and Skills:
* Two-year degree with two years' experience in similar position. Preferred candidates will have a successful track record in accounting and administrative support with ambition to learn more.
* Proficient with computer technology (Word, Excel, Google Drive).
* Accounting software experience (QuickBooks) preferred.
* Experience working with American Indians.
* Consistent ability to set and deliver outcomes in a fast-paced environment.
* Self-starter with ability to prioritize and carry out concurrent projects on deadline.
* Demonstrated decision-making and problem-solving techniques.
* Excellent communication skills and the ability to work constructively with others.
* Must have a current driver's license, vehicle and proof of insurance.
* Abstinence from commercial tobacco and illegal drugs.
* Strong passion for the mission and vision of the organization.
* Must be able to lift and move heavy objects. Must be able to remain stationary for long periods of time.

Compensation Package
Salary and benefits, including paid vacation, holidays, sick leave, insurances (health, dental, short and long-term disability, life) and retirement plan with an employer match.

TO APPLY: Submit cover letter and resume to Neely Snyder at nsnyder@aicaf.org by February 3, 2017. Position open until filled.

The AICAF mission is to eliminate cancer burdens on American Indian families through education, prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA

Brief Summary for posting on social media (with link to full description)

The American Indian Cancer Foundation is seeking an ADMINISTRATIVE COORDINATOR to assist in the management of finances, vendor relations, organizational policies and procedures, meeting/event coordination and takes a lead role in providing administrative and office management support to multiple staff. This individual must have demonstrated finance and administrative experience and the capacity to set and deliver outcomes in a fast-paced environment. This is an excellent opportunity to work for a dynamic, high-energy organization. This is a FT hourly position with full benefits. *The AICAF mission is to eliminate cancer burdens on American Indian families through education, prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA* To apply: Submit a cover letter and resume to Neely at nsnyder@aicaf.org by February 3, 2017. Position open until filled.