



## **Position Title: Administrative Assistant**

Location: Santa Fe Indigenous Center: 1420 Cerrillos Road, Santa Fe, NM 87505  
Start Date: Immediate  
Hours: 20 hours per week; 10am- 2pm Monday – Friday, plus events & some meetings  
Pay: Depending on experience  
Supervisor: SFIC Director

## **Position Summary**

The Administrative Assistant supports the mission of the Santa Fe Indigenous Center by providing welcoming, organized, and culturally respectful front-office and program support to Native community members of Santa Fe County. This role is essential in ensuring access to services, effective coordination of programs, and smooth daily operations in addition to assisting the organization's Director.

The Administrative Assistant serves as the first point of contact for community members, visitors, and callers. This position provides administrative, programmatic, and logistical support across multiple services, including Emergency Financial Assistance, Food Distribution, and cultural community programs and assisting the SFIC Director. The role requires strong organizational skills, professionalism, discretion, dependability and a commitment to serving Indigenous communities.

## **Key Responsibilities**

### **Front Desk, Client Services & Phone**

- Greet and welcome individuals as they enter the Center in a respectful and professional manner.
- Assess the purpose of their visit and their needs.
- Direct individuals to appropriate staff, services, or resources.

### **Office, Storage & Other Space Management**

- Maintain an organized, clean, and functional office and storage room.
- Coordinate bi-weekly volunteer assistance for storage organization as needed.
- Monitor office supply inventory and purchase supplies when necessary.
- Maintain the food pantry area and sign in clients.
- Maintain SFIC's Indigenous Little Library. Replenish book supply.

### **Emergency Financial Assistance Program**

- Intake Emergency Financial Assistance applications from walk-in clients, online and through email.

- Copy and organize all required supporting documentation.
- Contact applicants to obtain missing documentation in a timely manner.
- Enter client information into the Unite Us Connect online platform.
- Provide additional referrals if necessary.
- Attend monthly SF County Connect meetings.

### **Food Distribution Program**

- Place food orders based on offering lists and anticipated distribution needs.
- Recruit volunteers by sending communications to the volunteer email group.
- Coordinate and delegate volunteer roles on distribution days.
- Sign in community members during drive-through food distributions.
- Arrange lunch for volunteers.
- Coordinate pickup and redistribution of leftover food bags.

### **Toy Distribution Program – Holiday Season**

- Create and manage Google Forms sign-up “Toy Wish List” for community members.
- Verify eligibility of participants (Native American and Santa Fe County residents).
- Coordinate toy drive drop-off logistics.
- Ensure all gifts listed on toy wish lists are received and accounted for.

### **Other Administrative Duties**

- Assist SFIC’s Director with multiple tasks including phone calls, filing, list reconciliation, thank you letters, mail, and other duties as assigned.
- Create flyers, online forms, and newsletters.
- Some errands to purchase supplies, check & take mail to post office.
- Accepting donations of clothing and other household items.
- Other duties as assigned for all SFIC programs, outreach and events (Powwow, Community Day, Native Earth Day and cultural programming).

## **Qualifications**

- High School graduate plus 3+ years of prior Administrative duties.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Experience with administrative work, data entry, and document management.
- Familiarity with Google Workspace (Forms, Docs, Email) preferred. Mailchimp and Canva or other desktop publishing programs helpful.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently and as a team member.
- Commitment to serving Indigenous communities with respect and cultural awareness.

## **Working Conditions**

- Office-based with frequent interaction with community members and volunteers.
- Capable to lift 35 lbs plus. Occasional moving of supplies, donations and food boxes.
- Some evening or special event hours apply.

## Core Values

- Respect for Indigenous cultures and traditions
- Community-centered service
- Integrity and punctual
- Accountability is a must
- Collaboration and compassion

## HOW TO APPLY

Email resume and cover letter to [sfcdirector@gmail.com](mailto:sfcdirector@gmail.com) and include “Administrative Assistant” in the subject line. Resumes accepted immediately until position is filled. **Native American applicants are encouraged to apply.**