



2717 N. Steves Blvd, Suite 8  
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[www.redfeather.org](http://www.redfeather.org)

### Red Feather Development Group: **Administrative Assistant (Part-Time)**

Red Feather Development Group (Red Feather) partners with the Navajo and Hopi Nations to develop and implement lasting and impactful housing solutions. Red Feather programs include healthy home educational outreach, healthy home case management, and the facilitation and management of home repairs for qualified families. Red Feather works closely with government officials, community members, professionals, and volunteers within each community to develop and implement these programs.

Red Feather is looking to hire a highly motivated individual to join our team as a Part-Time Administrative Assistant based in Flagstaff, AZ. The Program Administrative Coordinator will oversee this role directly. This role will work closely with the Program Administrative Coordinator and provide administrative support to other RF staff as needed to meet the organization's mission of providing a Weatherization Assistance Program (WAP) to reduce energy costs for low-income families, particularly the elderly, people with disabilities and young children, by improving the energy efficiency of their homes while ensuring their health and safety.

#### Duties and Responsibilities

- Answer telephones, screen, and direct calls to appropriate parties.
- Conduct client intake, which involves sharing program information with potential applicants, reviewing applications for completeness, updating clients on case status, maintaining accurate client database files, and other relevant activities.
- Provide vital customer service to our clients, guests, donors, vendors, staff, etc.
- Monitor incoming mail, deliver to appropriate staff members, and help with outgoing mail and package shipping needs.
- Assist in coordinating and delivering program services, including assisting clients, & data tracking.
- Assist in program evaluations, including data entry, conducting interviews, and reviewing and interpreting qualitative and quantitative program data.
- Helping to keep the office tidy and running general errands as needed.
- Perform other duties as assigned.

#### Qualifications:

##### Required:

- Strong desire to serve Hopi and Navajo communities.
- Strong verbal and written communication skills
- Strong knowledge of Microsoft Office (Excel, Word & PowerPoint).
- Excellent interpersonal skills and ability to work with a diverse team.
- Ability to determine priorities, organize schedules, and meet deadlines.

- Strong attention to detail and a high degree of accuracy.
- Excellent customer service skills and experience.

**Desired:**

- College degree with experience in the nonprofit, housing, health, and community development fields.
- Experience working with indigenous communities.
- Experience organizing and maintaining data for management decisions.
- Experience with Dropbox, Salesforce, Google Suite, and other computer software and hardware types.

**Salary:** \$17.40 per hour, depending on experience

**Benefits:** Health Care Stipend, All federal holidays PTO, Vacation and Sick PTO, Continuing Education Stipend, Wellness Stipend, and Employer-Provided 401K plan.

**Location:** Flagstaff, Arizona

**Terms:** Hourly at 20/hrs. Per week (Non-Exempt)

**To Apply:** Send a cover letter and resume to email: [monica@redfeather.org](mailto:monica@redfeather.org)

*Red Feather Development Group is an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran, or Vietnam era veteran by applicable federal and state statutes and regulations.*