POSITION DESCRIPTION

Administrative Associate

NIA TERO
Nia Tero is a new foundation established in 2017 with the mission to secure Indigenous guardianship of vital ecosystems. We believe that if place-anchored people are thriving, the places that are key for all humanity will thrive as well. For this reason, we seek to work with Indigenous peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture and sustains inter-generational anchoring in remarkable ecosystems. We aim to partner with them in the long term to support their work towards accomplishing their vision. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY
The Administrative Associate is responsible for the day-to-day operations of Nia Tero’s headquarters in Seattle, WA including reception, office and conference room scheduling, supplies and equipment procurement, in-office IT support and assisting with other administrative tasks to support the operational flow of the organization. Reporting to the Managing Director, Operations, this position will strive to create a welcoming and warm environment for Nia Tero team members & guests.

KEY RESPONSIBILITIES

Reception and Office Support

- Maintain physical office space during remaining period of remote work and support transition to in-office work when appropriate
- Reception
  - Greet visitors with warm hospitality
  - Answer main phone line and transfer calls
  - Monitor general email inbox and share/forward emails to appropriate team members
  - Sort and manage mail and other deliveries
- Office support
  - Ensure office workspace and common areas are clean, safe and organized
  - Support adherence to COVID-19 safety protocols
  - Coordinate cleaning, catering, water delivery and other maintenance relationships

This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so may the essential functions of this position.
o Monitor office supply levels and place orders as needed
o Coordinate with vendors on drinking water supply, deliveries, and with janitorial staff
o Organize supply room, library and central files as needed, including electronic files
o Coordinate with building management and vendors on facilities and maintenance issues
o Manage desk hoteling software
o Provide organizational support in planning and setup for internal and external events such as staff meetings, guest meetings and inhouse meetings requiring food and beverage setups
o Coordinate with IT on equipment matters including procurement, onboarding and offboarding of employees, etc.
o Work with remote IT support to troubleshoot ‘real time’ IT/AV issues in office
o In-office back-up support for CEO as needed

- Administrative support
  o Manage and track Operational and Administrative credit card expenses including collecting receipts and preparing expense reports
  o In collaboration with the Operations Project Manager, facilitate the gathering and tracking of various documents including insurance documents, guest travelers’ information, travel agreements, etc.
o As needed, support data entry and/or data tracking in the CRM system (Salesforce)
o Other duties as assigned

**PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES**

This position will not directly supervise anyone or have direct financial oversight. The position requires discretion and cultural sensitivity.

**QUALIFICATIONS**

**Required:**

**Education and Experience Requirements**
- Minimum 3+ years related work experience in office management and administration

**Knowledge, Skills and Abilities**
- Welcoming, friendly demeanor
- Experience working successfully in a fast-paced, start-up environment
- Demonstrated strong organizational and time management skills with a keen attention to detail while managing multiple and varied tasks simultaneously
- Technology savvy including expertise in Apple products, MS office, Sharepoint, Teams, and Zoom
- Team player, willing to help across the organization on tasks as needed
• Ability to work both independently and as part of a team
• High level of cultural fluency, with an ability to understand, respect and respond to sensitive cultural nuances associated with working alongside Indigenous peoples

WORKING CONDITIONS
This position is based in Seattle, WA.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
• Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
• Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace.
• Available for occasional day and night travel (up to 10%) when COVID travel restrictions are lifted

HOW TO APPLY:
If interested in this role, please email cover letter and resume to jobs@niatero.org. Nia Tero is a poly-cultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

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