Operations Manager of Pukúu Cultural Community Services

Benefits Offered

Dental, Medical, Retirement

Employment Type

Full-Time preferred

Why Work Here?

“Competitive salary and benefit package with room for career growth and promotion!”

Assistant Executive I

Salary Range: $22.85-$26.63 per hour

Job Summary

Are you exceptionally detail-oriented with a proven track record of productivity, customer service, and problem solving? We have an immediate need for an Assistant Executive to work side-by-side with the Executive Team to oversee and facilitate multiple elements of our non-profit and provide innovative suggestions and plans to ensure success. You will have the chance to work with programs and the board of directors as well as interact directly with the public. We expect dedication and high-quality work from our employees and provide competitive pay, benefits, and rewards for exceptional results. If you are ready for a challenging and fast-paced job with opportunities for advancement and career development, contact us with your application.

Job Responsibilities

- Assist Executive with all daily tasks according to schedule and priorities, including reviewing financial statements, measuring productivity, discussing goals and achievements, and determining overall success strategy.
- Help coordinate inter-departmental coordination as needed to increase efficiency, improve morale, eliminate redundancies, and ensure achievement of the corporate vision.
- Manage day-to-day operations of the TUTCINT Youth Empowerment program
- Provide support for daily activities in all sectors including reviewing budgets, approving acquisition requests, leading recruitment efforts, managing calendars, tracking expenses, and facilitating payroll.
- Greet visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks to ensure corporate values are upheld while keeping the director’s schedule free for required appointments.
- Manage financial activities together with the director according to quarterly schedules, including reviewing budgets, approving expenses, distributing funds, researching investment opportunities, planning fundraising events, and establishing monetary goals.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing office activities.
• Serve as acting director when required, including providing signature authority, establishing office protocol, resolving issues with staff or customers, and overseeing programs and activities.
• Other responsibilities as required and assigned by Executive Team

**Job Skills & Qualifications**

• Bachelor’s degree, plus minimum three years relevant work experience
• Leadership experience and excellent verbal and written communication skills
• Self-motivated with ability to problem solve and make decisions independently
• Good people-person skills and customer service ability
• General computer literacy and proficiency with Microsoft Office applications
• Spanish language proficiency (written and spoken)
• Ability and willingness to regularly work weekends and evenings
• Ability to multi-task and have excellent management, planning, and organizational skills
• Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current tribal and state laws and regulations
• Should be able to effectively make public presentations when required
• Must have valid California Driver’s License, personal transportation, and be insurable to drive company vehicles
• Must pass Department of Justice’s Background Check

Preferred:

• Master’s degree
• Knowledge and experience working in the American Indian community
• Flexibility in scheduling and hours
• Some experience with social media, websites, digital media and promotion

**Work environment**

• Standard 8-hour workday applies but must be willing to put in extra hours and work on weekends when necessary, in order to meet deadlines or oversee program events.
• Sometime will be spent in an office setting, working with the director and meeting with other program staff.
• Minimal lifting of 10 pounds maybe needed for outreach and logistical set-up
• Must be prepared for light travel and to work outdoors for events and other activities.

**Other**
Confidentiality

- This position develops, maintains, and is responsible for safeguarding electronic and hardcopy files containing sensitive and proprietary information about the Tribe, tribal departments and tribal citizens. The Program Assistant must maintain confidentiality of all work product or files pertaining to the Fernandeño Tataviam Tribe, tribal departments, citizens and all other material that may identify individuals by name (either directly or by reference), as set forth by the Tribe. Any violation in this matter may result in immediate termination of employment.

Drug Testing Policy

- The successful applicant for employment must submit to and pass a drug test for illegal substances prior to employment being confirmed.

Fernandeño Tataviam and Native American Preference:

- Pukúu Cultural Community Services is an equal employment and affirmative action employer. Preference for employment shall be given to Fernandeño Tataviam people and qualified Native American applicants, in accordance with Tribal law.

This job description reflects management’s assignment of essential functions; nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Read more about Pukuu and the TUTCINT program at [www.pukuu.org](http://www.pukuu.org)

**PLEASE E-MAIL THE COMPLETED JOB APPLICATION WITH YOUR RESUME TO** eric.sanchez@pukuu.org