

Nimiipuu Fund Office Support Associate

Position Title: Office Support Associate

Reports to: Executive Director

Compensation: \$28,000 starting

Location: Lapwai, ID/ Remote worksite options available*

Hours: Full-time, expected work hours 8:00-4:30 M-F

Background:

Nimiipuu Community Development Fund (NCDF) is a non-profit certified, Native Community Development Financial Institution (CDFI) that performs economic development activities that benefit Nez Perce tribal members other underserved/disadvantaged populations, by providing access to capital in the form of business and consumer loans and delivering technical assistance services that build the capacity of the business entrepreneurs and communities we serve.

Position Summary:

We have an opening for an Office Support Associate, based in Lapwai, Idaho. Responsibilities include client engagement/training, basic bookkeeping support, event support, database management, and general office support. For a full job description and qualifications, please email Jonelle Yearout at jonelle@nimiipuufund.org.

Excellent Benefits: Including but not limited to medical, dental, vision, retirement, PTO & Holidays.

Application Deadline: Open until filled

Please email resume, cover letter, and three references with the subject line "Office Support Associate" to jonelle@nimiipuufund.org. Nimiipuu Fund conducts credit check and background checks for all applicants.

No phone calls please.

Tribal Preference will apply

Nimiipuu Fund Marketing & Development Coord VISTA Member

This position will address poverty through capacity building by providing program development and enhancing services provided by NCDF. The member will build the capacity of the NCDF and communities on the Nez Perce reservation by helping to provide needed capacity and services that otherwise would not be filled. VISTA member will build capacity by supporting service coordination, marketing, fundraising, and support of our nonprofit CDFI by way of Social Media, virtual meetings, and online collaboration tools. member serves to establish regular marketing campaigns, guiding clients and partners to appropriate services, surveys for community, and fundraising assistance resulting in added capacity for the NCDF by digital, social media, phone calls. First 3-6 months, and more if needed will be by release rice, remote work from home due to COVID-19 pandemic.

<p>Member Duties : The Marketing and Development Coordinator VISTA Member will develop an annual training and development calendar that includes regular newsletters, social media posts, marketing materials, and messaging. VISTA member will also assist the Executive Director in creating a donor database and planning of fundraising events.</p>	<p>SUMMARY</p> <p>Program Type:AmeriCorps VISTA</p>
	<p>ProgramNimiipuu Fund Marketing & Development Coord VISTA Member</p>
	<p>Program Start/End Date04/12/2021 - 04/11/2022</p>
<p>Program Benefits : Relocation Allowance , Training , Choice of Education Award or End of Service Stipend , Childcare assistance if eligible , Professional Development and experience , Health Coverage* , Living Allowance .</p>	<p>Work ScheduleFull Time</p>
	<p>Education levelSome college</p>
	<p>Age RequirementMinimum: 18 Maximum: None</p>
	<p>Program LocationsIDAHO</p>
<p>*For details about AmeriCorps VISTA healthcare benefits, please visit http://www.vistacampus.gov/healthcare</p>	<p>Languages</p> <p>English</p>

Terms :

Permits attendance at school during off hours , Permits working at another job during off hours , Car recommended , Uniforms provided and required .

Service Areas :

Children/Youth , Community and Economic Development , Community Outreach , Neighborhood Revitalization , Technology , Tribal , Hunger , Education , Housing , Veterans , Entrepreneur/Business .

Skills :

Youth Development , Computers/Technology , Conflict Resolution , Team Work , Community Organization , Fund raising/Grant Writing , Teaching/Tutoring , First Aid , Education , Recruitment , Counseling , Law , Business/Entrepreneur , Communications , Leadership , General Skills , Financial, numbers, CDFI , Public Speaking , Writing/Editing , Non-Profit Management .

[Refine Search](#)

Accepting ApplicationsFrom 12/01/2020 To 04/01/2021

ContactJonelle Yearout99 Agency RoadLapwai ID 83540208-621-3729Jonelle@nimiipuufund.orgwww.Nimiipuu fund.org

Listing ID100361

