



Nch'i Wana Housing
2505 W. 7th Street, The Dalles, OR 97058
Office Phone: 541-436-3810 Fax: 541-769-0177
Email: debraw@nchiwana.org Website: nchiwana.org

The Mission of Nch'i Wana Housing is "to empower the Nch'i Wana Pum (People of the Big River) by expanding their social, cultural, housing, and economic opportunities in the Native communities along the Columbia River."

Position Description

Position:	Office Manager
Department/Program:	Nch'i Wana Housing
Compensation:	Starts at \$23.00 – 25.00/hr DOQ
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NWH recognizes twelve paid holidays per calendar year. NWH also provides medical, dental, and vision insurance. Employees may enroll in a 401k retirement plan after 3 months of employment.
Employment Status:	Full -time, Regular, Non-Exempt
Hours:	General working hours are 8:30am-5pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned
Supervision:	No supervisory requirements
Reports To:	Nch'i Wana Executive Director
Job Location:	Nch'i Wana Office, 2505 W. 7 th Street, The Dalles, OR 97058 (Some remote work will be considered during inclement weather)
Created/Revised:	June 2025

Position Description:

The Office Manager is a critical member of Nch'i Wana Housing (NWH), which works across several housing, community development, and advocacy programs. NWH advocates for Native clients in the various programs, referral processes, and barriers they may face when seeking housing or other services. The Office Manager is responsible for the organization's day-to-day operations and administrative needs. The Office Manager oversees and supports NWH's administrative duties in managing the office and supplies budget, performing basic bookkeeping including the credit card and PEX logs, paying vendors, budgeting and expense reports, in maintaining efficient filing systems, planning and supporting workshops and retreats, and assisting with Board meetings and communications. The Office Manager assists the Executive Director in organizational grant research and capacity building. This position will also provide operational/logistical coordination and communications support that enhances program improvement and participation. This position must possess high-level administrative and organizational skills with attention to detail.

Essential Functions:

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly.
- Ensure that all bills and vendors are paid promptly. Responsible for printing checks and maintaining check request log.
- Answers and screens telephone calls and route calls to correct personnel while taking messages as needed.
- Manage office and event supplies inventory and place orders, as necessary.
- Perform general office duties including opening, sorting, and distributing incoming correspondence, including mail, fax, email, Facebook messages, and website contact forms.
- Perform basic bookkeeping work by maintaining accurate records of all expenses incurred by the organization including vehicle mileage, credit card, PEX cards, and business-related expenses and prepare reimbursement forms.
- Develop and carry out efficient documentation and filing systems, both digital and paper copy, that meet the office's needs.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating budget estimations and expense reports.
- Prepares necessary materials for meetings, including Board meetings, and sits in on meetings as requested taking meeting minutes and preparing into final form. Distributes documents as required.
- Keeps Executive Director informed of important items requiring immediate review action and maintaining a running Admin to do list.
- Runs errands and obtains signatures for routine documents.
- Assist Director in development and management of office budget.
- Assist Director and/or grant writer in collecting information for grant writing and/or fundraising activities.
- Provide staff with Microsoft 365 support.
- Assist in developing office policies and procedures, and ensure they are implemented appropriately.
- Assist with office layout planning and office moves, and with managing and maintaining IT (Information Technology) infrastructure.
- Provides routine community event posts and blog updates to the organization's social media and website (training can be provided).
- Support in event planning and logistical support of workshops, trainings, retreats, presentations, networking events.
- Assist the Executive Director in hiring new personnel by reading applications and scheduling interviews.
- Attend required trainings for management skills and job development

Additional Duties:

- Other duties as assigned by the Executive Director
- Help preparing and setting-up for outreach events
- Ability to maintain an elevated level of confidentiality.
- Participate in staff training and/or meetings to ensure program outcomes are achieved.
- Contribute to fostering a safe and welcoming environment for community members and staff

Qualifications:**Education & Training:**

- Associate or bachelor's degree in business administration, communications, or a related field preferred
- 2-5 years of work experience in an administrative/office management role, preferably in the nonprofit sector
- A combination of equivalent education and experience may be an acceptable substitute

Knowledge/Experience:

- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Columbia River Indian experience required
- Experience working within diverse populations specifically with the Columbia River Native American population, including working within a tribe, board, or other organization strongly preferred

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Skills:

- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Strong problem-solving skills and analytical abilities
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution
- Must be proficient with Microsoft Office including Word, OneDrive, Excel, and SharePoint

Work Environment: 90% office, 10% outside office, including occasional evening and weekend events

Physical Requirements:

- The employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

- Computer

- Office phone
- Fax
- Copy machine and scanner

Safety Considerations:

- Some travel may be required.

Other Requirements:

- Valid Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under Nch'i Wana Housing liability insurance policy)
- Successful completion of a background check.

Application Deadline: 5:00 p.m. Friday, July 18th, 2025

How to Apply:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the team
2. A current Resume
3. A completed NWH Application for Employment Form

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Email (preferred): debraw@nchiwana.org and sofie.larsen-teskey@nchiwana.org

Mail:

Nch'i Wana Housing
Attn: Debra Whitefoot
2505 W. 7th Street
The Dalles, OR 97058