



Sacramento ♦ Escondido ♦ Eureka ♦ Bishop

Principal Office: 117 J Street, Suite 201., Sacramento, CA 95814

Telephone 916-978-0960 FAX 916-400-4891

Principal Office Coordinator Position Available

Principal Office, Sacramento, CA

Program Description: Founded in 1967, California Indian Legal Services (CILS) is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Indians through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Native American individuals on issues related to Federal Indian Law. Currently, CILS maintains four offices throughout California – Bishop, Escondido, Eureka, and Sacramento. This position is located in Sacramento, CA.

Description of Position: This is a full-time position reporting directly to the Director of Administration. The Principal Office (PO) Coordinator provides a high level of support to the Director of Administration and the Controller to meet administration, human resources, and financial performance goals in a fast-paced environment. The PO Coordinator serves as the primary point of contact for internal and external stakeholders in support of the Director of Administration and the Controller. This position supports and coordinates administrative, financial, and operational activities for the Director of Administration and the Controller. The Executive Coordinator will provide a high level of executive assistance, communications, and project coordination. This will involve administrative support, communicating with internal and external stakeholders, drafting correspondence and documents for review, organizing and prioritizing information on critical issues to facilitate executive decision making and action and coordinating projects with others to meet timelines and deliverables.

Minimum Qualifications:

- Bachelor's degree or equivalent experience.
- Three or more years organizational systems and skills are necessary and a high attention to detail.
- Three plus years of experience in relevant administrative or programmatic experience.
- High level of skills in executive administration, project management, coordination and problem solving.

- Excellent oral and written communication skills. Ability to work and communicate effectively, both in oral and written communication, with a wide range of staff, vendors, stakeholders, and other constituents.
- Excellent judgment and demonstrated ability to maintain confidential information.
- Reliability, professional attitude, demonstrated ability to meet deadlines, and willingness to do whatever is required in an evolving work setting.
- Ability to balance multiple projects and work independently.
- Ability to take appropriate initiative and be productive when working collaboratively or independently in a complex and diverse organization.
- Must be extremely organized with high attention to detail in composing, typing, and proofing materials.
- Ability to multi-task, prioritize and follow-through to effectively manage workflow.
- Must maintain a high level of flexibility and responsiveness.
- A positive attitude, sense of humor, and a commitment to helping CILS fulfill its mission with quality programs to meet its strategic goals.
- Ability to comply with all state and federal laws and regulations as they pertain to position.
- Understands and promotes the mission, vision, and values of CILS both in the workplace and in the community.
- Ability to use Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook, SharePoint, Teams, Adobe (Acrobat Professional, InDesign, etc.) and to learn and use other computer or internet/intranet applications as required.

Preferred Qualifications:

- Any combination of non-profit, legal, HR and accounting experience a plus.
- Experience in a fast moving, growth-oriented business, or non-profit organization.

Duties and Responsibilities:

Support to the Director of Administration – 50%

- General project and administrative support on matters related to human resources management and organization wide administration.
- Onboarding & offboarding administrative support.
- Office equipment and software coordination and tracking.
- Updating and disseminating employee information.
- Responding to employee requests.
- Assisting with compliance; policies and procedures; training coordination.
- Assisting with purchasing, tracking.
- Human resources/administration related strategic plan actions management and tracking.
- FSA tracking and filing.
- Organization wide purchasing administrative support.
- Credit card tracking, filing, reconciliation.
- Track service vendors, consultants, membership renewals, filing.
- Coordinate travel for Director of Administration.

- Automation of transactional processes and procedures.
- Update HR/Admin related resources on intranet.
- Assist with special projects: cybersecurity, office security; office vendors, office moves; etc.
- Other duties as assigned.

Support to the Controller (Accounting) – 50%

- Prepare bank deposits weekly.
- Perform Accounts Payable (AP) processing, of all types including Check Request Forms for purchases, cash advances, and/or reimbursements; invoices and disbursement requests; and payments of approved monthly credit card statements. Steps include verification of coding, completeness of proper backup, and that required approvals are obtained prior to payment.
- Maintain the Accounts Payable (AP) folder, which contains all items to be paid.
- Process weekly check run, obtain required signatures on checks, and mail payments.
- Develop and maintain a filing system of invoices, vouchers, documents, reports, and other accounting documents.
- Maintain vendor files.
- Perform general cost and fund accounting duties.
- Respond to requests for information from various departments at CILS or third parties.
- Assist with problem resolution as needed.
- Assist with annual audits.
- Provide backup for other office functions as needed.
- Support the Controller in the completion of his duties.

Salary: Competitive salary starting at \$25 depending on experience and with growth opportunities. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

To Apply: Submit a cover letter, resume and three professional references via e-mail to: PO-Hiring@calindian.org or by mail to: California Indian Legal Services, Re: PO Coordinator Position, 117 J St., Sacramento, CA 95814. Additional information about CILS can be found on our website, at www.calindian.org. We will accept applications until the position is filled. Incomplete applications will not be reviewed.