



Position Description: Executive Assistant
Reports to: Executive Director
Status: Hourly, Part-Time (~20 hours per week)
Hours: 8:30 AM – 12:30 PM, Monday-Friday
Benefits: Not Eligible
Compensation: \$25.00 - \$28.00 per hour
Location: Fort Washakie, WY

About Wind River Development Fund

The Wind River Development Fund (WRDF) is a non-profit 501(c)(3) community development corporation that provides financial opportunities to stimulate economic development on and near the Wind River Indian Reservation in Wyoming, promoting self-sufficiency, self-determination and an enhanced quality of life for the reservation community. WRDF is a certified Native Community Development Financial Institution (CDFI) providing financial and development services that are often unavailable from mainstream financial institutions. The Wind River Development Fund is a financially healthy, growing organization with a committed Board of Directors and a dedicated staff.

Position Summary

The Executive Assistant is a high-profile position in the organization with significant responsibilities. The position is often the first point of contact for visitors to the WRDF office and building. To be successful, the person in this position must have excellent customer service skills, professional demeanor, attention to details, a proactive approach to identifying issues, and creative problem-solving skills. They must be dependable, trustworthy and able to maintain confidentiality. The ability to complete tasks on-time with little oversight is key to being successful in this position.

Specific Responsibilities

Executive Assistant (65%)

- Complex calendar management for several executives, travel planning, meeting coordination and preparation, and handling confidential information.
- Answers and triages phone calls, general emails and website contacts.
- With the Executive Director, prepares agendas, minutes, and documents for the Board.
- Coordinates communication with the Board, including emails and phone calls.
- Prepares for Board meetings by reserving the conference room and coordinating refreshments.
- Maintains a positive and professional relationship with Board members.

Office Management (15%)

- Greets and assists visitors to the office and building.
- Supports company operations by maintaining office systems.
- Ensures that the WRDF office looks professional, clean and uncluttered at all times.
- Orders office supplies, furniture, minor equipment, and office refreshments.

Building Management & Maintenance (15%)

- Ensures that the building is clean, maintained in top condition, welcoming to the community, and a positive reflection on WRDF.
- Monitors the facility for repairs and preventative maintenance, and proactively works with outside contractors to address any issues.
- Monitors safety systems (fire, security, emergency lighting, exit signs) and ensures the building is compliant with all inspections.
- Ensures that the building security system is functioning properly and monitors door security to protect the assets of the building.

Conference Room Rentals (5%)

- Coordinates room rentals, processes paperwork, and provides payments to finance staff per financial policies and procedures.
- Ensures that rooms are clean before and after rentals.
- Monitors audiovisual equipment and internet connectivity in the conference rooms and bring any issues to the attention of the Executive Director.

Qualifications

- High school diploma or similar educational experience.
- Demonstrated computer skills, including Google mail/calendar/contacts and Microsoft office products (PowerPoint, Excel).
- Excellent customer service skills.
- Dependable, detail-oriented, and able to make independent decisions.
- High level of discretion, adaptability, and proactive problem-solving skills.
- Ability to prioritize tasks and meet deadlines.
- Excellent at managing and working toward deadlines.
- Collaborative approach to problem-solving.

Please note: All employees of WRDF are employed, at-will, for an indefinite term and by mutual consent. WRDF values a workplace grounded in respect, integrity, and reciprocity. This position is integral to WRDF's long-term sustainability efforts and will play a key role in advancing Indigenous economic sovereignty for generations to come.

Please send your resume and cover letter to paul@wrdf.org for consideration.