



AICHO

American Indian Community
Housing Organization

AMERICAN INDIAN COMMUNITY HOUSING ORGANIZATION

Position Title: Front Desk/Receptionist for Gimaajii Mino Bimaadizimin

The American Indian Community Housing Organization (AICHO) is a non-profit, multi-service organization established in 1993. AICHO grew out of a collective vision of Native American women in the community who saw a need for having a culturally specific response to social issues impacting American Indians such as poverty, domestic and sexual violence, and homelessness. AICHO operates four programs including Gimaajii Mino Bimaadizimin, a 29-units of permanent supportive housing that includes an American Indian center.

Hourly rate: \$18

Status: Part-time, weekend, evening, and overnight shifts

Benefits: No

DUTIES AND RESPONSIBILITIES:

- Answer phones and direct to appropriate staff.
- Direct visitors and provide information and referral.
- Perform safety checks on the building/monitor security cameras.
- Accurately log pertinent information and incident reports.
- Enforce rules and maintain policy and protocol.
- Assist with maintaining a clean, safe building.
- Prepare meals and snacks for families and children in programming.
- Cleaning, sanitizing and ensuring the building is in safe condition.
- Other duties as assigned.

QUALIFICATIONS:

- Positive, friendly, able to interact well with the public as well as residents.
- Excellent communication skills
- Works well under pressure and can handle crisis situations in a calm manner.
- Motivated, self-directed and able to work collaboratively within a team.
- Good at multitasking.
- Reliable, able to work flexible hours/good work history.

The American Indian Community Housing Organization (AICHO) has a mission to honor the resiliency of indigenous people by strengthening communities and centering Indigenous values in all aspects of our work. AICHO is an Equal Opportunity Employer.