



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Director of Operations
Department: Administration
Exemption: Non-Exempt
Supervisor: CEO

DESCRIPTION:

The Director of Operations (DOO) will oversee the day-to-day activities of the company, ensuring that the organization is managed and performing efficiently and effectively. The DOO assists the Chief Executive Officer with the strategic planning, development, and execution of operational policies for the organization. The DOO oversees the supervision of program coordinators and clinical operations. The DOO will prepare, learn and implement all knowledge to eventually become CEO/Executive Director.

MINIMUM QUALIFICATIONS:

A Bachelors in business administration, social work or relevant field; 5+ years' relevant experience with a BA or 10+ years' experience operating an Urban Indian Organization or non-profit.

JOB DUTIES & RESPONSIBILITIES: duties and responsibilities may include, but are not limited to, the following:

- Communicating with CEO on a daily basis.
- Planning and monitoring day-to-day business operations with CEO.
- Reviews, analyzes and evaluates business procedures.
- Set strategic operational goals.
- Ensures efficient function of board committees and meetings through oversight of scheduling, agendas, minutes and actions.
- Keen appreciation of quality and standards with ability to take responsibility for delivering quality results despite challenges.
- Implements policies and procedures that will improve day-to-day operations.
- Oversees clinical and program departments, ensuring each is reaching goals.
- Communicates and explains new directives, policies, or procedures to managers; for major changes, meets with entire operations staff to explain changes, answer questions, and maintain morale.
- Improves patient/client service and satisfaction through policy and procedural changes.
- Projects a positive image of the organization to employees, customers, industry, and community and outside agencies.
- Ensuring quarterly, monthly, and all reports are completed and submitted on a timely basis
- Other duties as assigned

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions). NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.