



Chehalis Tribal Loan Fund (CTLF)
On-site Monday–Friday 8:30 AM – 4:30 PM
\$20–\$25 per hour (DOE)
Apply by April 15, 2026

Chehalis Tribal Loan Fund (CTLF) is a Native Community Development Financial Institution (CDFI) dedicated to expanding financial opportunity through education, coaching, and fair lending. Our mission is *Brick by Brick, paving the way to financial empowerment through education, coaching, and fair lending.*

We serve Chehalis Tribal Members and surrounding Native and rural communities by providing financial education, technical assistance, and access to responsible loan capital. CTLF is an Equal Opportunity Employer committed to building a respectful and inclusive workplace.

CTLF honors Tribal preference for Native Americans, their spouses, and dependents.

Position Summary

CTLF is seeking a highly organized, dependable Administrative Assistant who takes pride in creating structure, supporting a professional office environment, and helping a small mission-driven team operate effectively.

This position plays a key role in office coordination, document management, client support activities, and internal organization. The ideal candidate is detail-oriented, professional, proactive, and comfortable managing multiple responsibilities while maintaining confidentiality.

Key Responsibilities

Office Administration & Coordination

- Manage incoming calls, messages, and general correspondence
- Coordinate calendars, meetings, and scheduling logistics
- Prepare meeting materials, reports, and internal documents
- Maintain organized electronic and physical filing systems
- Maintain office organization and shared workspaces
- Track supplies and coordinate ordering as needed

Chehalis Tribal Loan Fund ~ 214 E Pine St, Oakville, WA 98568 ~ (360)226-0619
ctlf@ctloanfund.org

Program and Team Support

- Assist with client intake paperwork and document tracking
- Support preparation of program materials and workshops
- Assist with data entry and records management
- Provide administrative support to staff projects and initiatives

Qualifications

Required

- High school diploma or equivalent
- Minimum 2 years administrative or office support experience
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience working in client service environments

Additional Requirements

- Ability to work respectfully within Native and rural communities
- Must pass background check
- Must follow CTLF confidentiality and data security policies

Why This Position Matters

This role helps ensure CTLF maintains a professional, organized, and welcoming environment for clients, partners, and community members. The right candidate will help strengthen daily operations and contribute to the success of a mission-driven organization making a real impact.

How to Apply

Interested candidates should email their resume to ctlf@ctloanfund.org

Or visit: www.ctlf-empowers.org