



Direct Mail Specialist

Job Status: Full-time
Classification: Non-Exempt
Reports to: Direct Mail Specialist

Mission

Mahpiya Luta | Red Cloud Indian School, a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. ML includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, ML aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Summary:

Responsible for the processing of the daily incoming mail, sorting the donor reply devices, and posting gifts and donor documentation into the donor database.

Essential job functions

1. Weekly sorting of all incoming USPS mail.
2. Count and record all incoming donations according to documented accounting procedures as established by ML designated accountants.
3. Inputting, updating, and maintaining information in the Raiser's Edge database, spreadsheets, and other software systems.
4. Maintaining data confidentiality and adhering to company policies regarding information security.
5. Reviewing data for accuracy, completeness, and consistency to identify and correct errors.
6. Organizing, sorting, and filing electronic or physical records for easy retrieval.
7. Operating specialized equipment such as inserters, folders, inkjet printers, and postal meters to prepare high-volume mailings.
8. Delivering and picking up institutional mail and packages daily within the designated timeframes.
9. Serve as needed for receiving packages.
10. Assisting with general office tasks, such as answering phones or managing supplies.
11. Other duties, as assigned.

Mahpiya Luta | Red Cloud

(605) 867-1105 | 100 Mission Drive | Pine Ridge | South Dakota | 57770



Requirements/Qualifications

1. High School Diploma or equivalent
2. Previous administrative or data entry experience preferred
3. Proficiency in data entry software preferred
4. Proficiency in word processing software (e.g., MS Excel, Word, Google Suite)
5. Ability to work the 36 hour scheduled work week.
6. Ability to work in fast-paced environments and meet deadlines
7. Strong organizational and time-management skills to meet deadlines
8. Good verbal and written communication skills.
9. Ability to work and communicate effectively with others.
10. Willingness to cross-train and assist other personnel in the completion of office tasks.
11. Ability to attend staff training sessions and all staff gatherings.
12. Must possess a valid driver's license.

Physical requirements: Ability to sit at a desk and use a personal computer, telephone, or other desktop office equipment—85% of work time, walking—15% of work time, bending at the waist and lifting less than 10 lbs.—15% of work time, bending at the waist and lifting 10-15 lbs. 3% of work time.

Certification: I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute them in a manner that promotes equality of opportunity, dignity, and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

Employee Signature

Date