

Job Title: EXECUTIVE ADMINISTRATIVE ASSISTANT
Reports to: General Manager & Deputy Director
Status: Regular, Part-time, Non-exempt, Hourly
Wage: \$20.00/hour, DOE
OPEN: July 22, 2021
CLOSE: August 05, 2021 OR UNTIL FILLED



JOB SUMMARY

The Executive Administrative Assistant assists the General Manager in achieving the goals and objectives of the Native Village of Unalakleet and performs administrative and technical support duties for the administration of NVU. This position will be required to become familiar with programs and services administered by NVU.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate
- Associate's Degree in office or business management or related field, or comparable work experience may be substituted for the degree requirement on a year-to-year basis
- Must possess a valid driver's license, reliable transportation, and be insurable
- Limited travel may be required
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Must be detailed oriented and possess strong organizational skills
- Must have strong written and oral communication skills
- Multi-tasked with the ability to adapt and work in a fast-paced team environment
- Must be self-motivated with the ability to work with minimum supervision
- Possess office management skills for standard office equipment, including copier, fax, and phone
- Proficient skill level in computer software applications such as Internet and Microsoft Office applications Word, Excel, Outlook, Publisher, and QuickBooks Non-Profit

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Must maintain strict confidentiality
- Conduct fact-finding research, independently locate appropriate sources of information, and present finding in order to assist the General Manager with special projects on an as needed basis
- Provide administrative support and assistance with grant proposals and grant reports
- Maintain the Memorial Hall reservations and calendar for meetings, travel, and events
- Assist in the coordination of tribal council meetings and annual meetings, which includes compilation and dissemination of council meeting packets, recording, and transcribing minutes for tribal council meetings and other meetings as assigned.
- Attend evening or weekend meetings and NVU functions as assigned
- Assist accounting personnel and General Manager with daily accounting and cash functions
- Provide administrative assistance to the Elders Program and EALF Project Manager as needed
- Functions as a communication point for the General Manager
- Assist in the distribution of correspondence received via postal service, email, fax, and inter-office material
- Maintain incoming and outgoing correspondence files and other administrative files
- Compose letters and answer routine correspondence, including donation requests

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
Unalakleet, AK 99684

General Manager Tracy Cooper
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NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.