



# *Native Village of Afognak* To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

## **Executive Assistant** Job Description

### **Job Summary:**

The Executive Assistant provides high-level support to the Tribal Administrator, staff, and Council in a one-on-one working relationship both in person and through written communication. The Executive Assistant handles a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive. Duties range from maintaining smooth and efficient office systems to managing the Tribal Administrators schedule and representing them in calls and meetings when unavailable. This position is permanent, full-time, and non-exempt.

### **Reporting Relationship and Classification:**

The Executive Assistant is directly supervised by the Tribal Administrator and supervises the Receptionist.

### **Duties and Responsibilities:**

- Serve as the liaison to the Tribal Council through effective communication and recordkeeping
- Facilitate regular communication with Tribal Members including design & compilation of quarterly Tribal Newsletter
- Organizes and coordinates outreach and external relations efforts
- Compose and prepare correspondence from the Tribal Administrator that is sometimes confidential
- Communicate directly and on behalf of the Tribal Administrator, with Council members, donors, staff, and others on matters related to the Administrator's programmatic initiatives
- Responsible for development and implementation of efficient office systems
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Tribal Administrator including those of a sensitive or confidential nature
- Assist in the preparation of regularly scheduled reports
- Provides regular Council meeting support including but not limited to arranging, securing meeting supplies taking official minutes and meeting follow up
- Will provide the Council & TA with complete draft minutes within seven days of Council meetings
- Assist the Tribal Administrator with development of meeting agendas and compiling packet materials
- Distribute official meeting packet materials and agenda to the Tribal Council within seven days of scheduled meetings
- Assist Tribal Administrator with the planning and logistics of the Annual Meeting and Elections
- Maintain all governmental documents providing they get signed, distributed, and filed accordingly
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting letters, personnel correspondence and other tasks as may be assigned that facilitate the Tribal Administrator's ability to effectively lead the organization
- Represent the Tribal Administrator by attending meetings and/or teleconferences in their absence
- Maintains professional and technical knowledge by attending educational workshops, classes or trainings and review professional publications as available
- Contact Council Members and obtain signatures on governmental documents in a timely matter
- Provide and maintain new hire packets
- Maintain organized employee, grants, and correspondence files
- Coordinate all staff and Council travel arrangements and provide travel packets in advance
- Maintain accurate calendar of events for the Tribal Administrator and Council



- Place in-house staff and Council supply orders
- Assist the Tribal Administrator in drafting resolutions
- Take notes at all staff meetings and distribute via email to staff in timely manner
- Schedule and manage all virtual meetings
- Collect all staff reports for Council packet inclusion
- Accompany the Tribal Administrator in meetings and/or interviews as requested
- Be familiar with CLOVER application for taking payments for Alutiiq Boutique purchases
- Perform mass mailings to members including but not limited to quarterly newsletter, cards, and Annual Election materials
- Assist in completion of special projects as assigned by the Tribal Administrator
- Maintain strict confidentiality in all matters
- Other duties as may be assigned

### **DIG Afognak**

- Assist in the logistics of the Annual Dig Afognak Camp & Fundraiser
- Assist in-person, as needed at camp

### **Minimum Requirements**

- Bachelor's degree or a minimum of two years' experience in similar work
- Individual must convey excellent people skills, be a team player with the ability to work independently
- Must be sensitive to community cultural values and knowledgeable of Kodiak's native community
- Ability to type 40 wpm
- Must be willing to travel for training opportunities and/or conferences
- Basic knowledge of MS Word and Excel is required. Database experience is a plus
- Individual must have excellent verbal and written communication skills
- Must be a high school graduate or equivalent, be 21 years of age or older and have a valid driver's license with a clean driving record.
- Individual must work well under pressure to meet multiple and sometimes competing deadlines
- Individual shall always demonstrate cooperative behavior with colleagues, supervisors, membership, and Council
- Preference is given to qualified NVA Tribal Member or descendent

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