# Executive Assistant

Reports to: Tribal Administrator

Classification: Full-time, permanent, Nonexempt

**Job Summary:**

The Executive Assistant provides executive support in a one-on-one working relationship and is responsible for representing the TA to others both in person and through written communication.

**Reporting Relationship:**

Reports to: Tribal Administrator

Supervises: Office Technician

**Responsibilities:**

1. Serves as a liaison to the Tribal Council through effective communication, recordkeeping, and Council travel arrangements;
2. Facilitate regular communication with tribal members through quarterly newsletters, regular mailings and social media;
3. Organizes and coordinates outreach and external relations efforts;
4. Composes and prepares correspondence from the Administrator that is sometimes confidential;
5. Communicates directly, and on behalf of the Administrator, with Council Members, donors, staff, and others on matters related to the Administrator’s programmatic initiatives;
6. Responsible for development and implementation of efficient office systems;
7. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Administrator, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response;
8. Provides Council meeting support: including arranging, securing meeting supplies, taking minutes and meeting follow up;
9. Responsible for maintenance of all governmental documents, providing they get signed appropriately and stored;
10. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Administrator’s ability to effectively lead the organization;
11. Assist in the completion of special projects as assigned by supervisor.
12. Represents the Administrator by attending meetings/teleconferences in the Administrator’s absence;
13. Completes projects by assigning work to clerical staff; following up on results;
14. Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications;
15. Works with Program Administrator on current and new grant opportunities.
16. Maintain strict confidentiality in all matters;
17. Perform other duties as assigned by the supervisor;
18. The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative, professional behavior with colleagues, Council, and NVA tribal members.

**Minimum Requirements:**

1. Bachelors degree or at least two years’ experience working in a similar position.
2. Excellent written and verbal communication skills. Team player with the ability to work well with others.
3. Sensitive to community cultural values and knowledgeable of Kodiak’s Native community.
4. Ability to type 40 wpm.
5. Basic working knowledge of MS Word and Excel. Database experience a plus.
6. Excellent oral and good written communication skills.
7. 21 years of age or older with a valid driver license and clean driving record.
8. High school graduate or equivalent. Further education preferred.
9. Preference given to qualified NVA Tribal Member or descendant.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)