



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 Summary:

The Executive Assistant provides high-level support to the Tribal Administrator, staff, and Council both in person and through written communication. This position's objective is to support the Tribal Administrator and Council to govern the tribe effectively by ensuring the timely and efficient completion of all assigned administrative tasks and overseeing office management. Effective communication, attention to detail, and recordkeeping are essential to this role.

This is a permanent full-time, non-exempt position. The Executive Assistant is directly supervised by the Tribal Administrator and supervises the Office Coordinator.

Duties and Responsibilities:

- Serve as the liaison to the Tribal Council through effective communication;
- 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;
- Researches, prioritizes and follows up on incoming issues and concerns, including those of a sensitive or confidential nature;
- Provides regular Council support including but not limited to arranging, securing meeting supplies, drafting agendas, compiling meeting packets, taking official minutes, and meeting follow up;
- Maintain all governmental documents providing they get signed, distributed, and filed accordingly;
- Prepare complete draft minutes within seven days of Council meetings;
- Distribute official meeting packet materials and agenda to the Tribal Council no less than seven days of scheduled meetings;
- Maintain accurate calendar of events for the Tribal Administrator and Council and provide upcoming meeting reminders;
- Organizes and coordinates outreach and external relations efforts;
- Coordinate the planning and logistics of the Annual Meeting and Elections;
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting resolutions, acknowledgement letters, personal correspondence and other tasks as may be assigned that facilitate the Tribal Administrator's ability to effectively lead the organization;
- Assist with the onboarding of new employees by preparing new hire packets and training new employees on office systems;
- Accompany the Tribal Administrator in meetings and interviews as requested and represent the Tribal Administrator by attending meetings in their absence;
- Coordinate the operations staff to ensure office runs smoothly;
- Assists Grant Manager as needed;
- Assist in completion of special projects as assigned by the Tribal Administrator;
- Maintain strict confidentiality in all matters;
- Other duties may be assigned;

DIG Afognak



All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, arranging travel for guests, and other duties.

Qualifications

- Work experience as an Executive Assistant, Personal Assistant or similar role is preferred
- Team oriented with the ability to work independently
- Sensitive to community cultural values and knowledgeable of the Alutiiq community
- Willing to travel for training opportunities to maintain professional and technical knowledge
- Proficiency in Microsoft Office programs is required.
- Database experience is desired
- Outstanding organizational and time management skills
- Excellent verbal and written communication skills
- Work well under pressure to meet multiple and sometimes competing deadlines
- Must pass criminal background check

Preference is given to qualified NVA Tribal Member or descendent

Native Village of Afognak 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)