



## Healing Native Hearts Coalition

### POSITION DESCRIPTION

#### **Grants & Finance Coordinator**

Title: GRANTS & FINANCE COORDINATOR  
Post date: August 22, 2022  
Close date: September 19, 2022, or until Filled  
Location: Fairbanks, AK  
Compensation: DOE, Non-Exempt  
Type of Position: Full-time, Permanent  
Reports to: Executive Director

#### OVERVIEW

Healing Native Hearts Coalition (HNHC) seeks an organized, creative, mature, and dedicated individual to fill the position of Grants & Finance Coordinator. This person is primarily responsible for providing administrative office support to the Executive Director and providing support to HNHC by performing bookkeeping functions and grants and financial management & reporting for the organization.

This person will report to the Executive Director. This person will work as a member of a team with other staff, consultants/contractors and the Board of Directors as needed.

Our office is in Fairbanks, Alaska. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent on available funding (including grants and other sources). Salary is commensurate with experience.

#### RESPONSIBILITIES

The Grants & Finance Coordinator shall perform such duties and responsibilities as are customarily performed by persons in such position, and as required by the Organization's articles of incorporation, bylaws, and as determined from time to time by the HNHC Coalition Chair of the Board (the "Chair"). The Employee's principal work site will be Fairbanks with travel appropriate



to the business needs of the Coalition. The Employee shall perform all duties faithfully, loyally and diligently to the best of the Employee's abilities, including:

- Provide administrative support to professional staff
- Scheduling/logistical coordinating meetings and events;
- Drafting agendas;
- Managing correspondence;
- Grant tracking and reporting;
- Making travel arrangements; using a travel tracking sheet;
- Completing travel related expense reports;
- Assisting with special projects;
- Developing and maintaining filing systems, other than financial documentation;
- Management of staff benefits
- Assisting with training office staff; and
- Supervising other staff.
- Develop and maintain an electronic offsite filing system
- Maintain, monitor, and distribute a centralized office "calendar of events"
- Maintain an office-wide inventory of supplies and order new supplies when needed
- Circulate inter-office material
- Coordinate maintenance and repair of all office equipment
- Prepare general memoranda, letters and other correspondence as requested
- Screen general incoming calls (route to appropriate person or take messages)
- Provide general information as requested by callers
- Set up conference calls when needed
- Keep fax machine, printers, scanner, and copier stocked with paper; troubleshoot technical problems and arrange for repairs or service with outside vendor when needed
- Assist staff with large copy/fax/scanning jobs that can be done in-house
- Arrange for large copy jobs to be taken to an outside vendor when needed
- Assist with the collating and distribution of meeting/conference materials if needed
- Use the Internet for media and general research when needed
- Assist with the preparation and dissemination of information as needed
- Other duties as assigned

### QUALIFICATIONS

- A B.A. or B.S. degree is preferred although job experience will be considered. Experience will be considered on a year for year basis.
- A demonstrated understanding of violence against Native women crimes and responses throughout the country, especially throughout Indian country and Alaska Native villages and in Hawaii.



- Excellent computer skills, including Word, Excel, PowerPoint, Photoshop, Google Drive, Google Calendar, etc
- Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Be a self-starter as well as able to work as a team member
- Trustworthy
- Excellent time management skills

### WORKING ENVIRONMENT

Most of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities, and abilities. The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than twenty-five pounds.

### PHYSICAL DEMANDS

An individual will be required to work most hours in a general office environment and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*]. The position requires the ability to travel by air and ground transportation and be housed in rural and urban accommodations.

The Healing Native Hearts Coalition is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, veteran status or other characteristics protected by law.

Healing Native Hearts Coalition grants an employment preference first to the Healing Native Hearts Coalition interior membership and their spouses or descendants, and second to Alaska Natives in accordance with P.L. 93-638.

**Interested applicants may apply by sending a cover letter,  
resume, and list of three references to  
[executivedirector@hnhcoalition.org](mailto:executivedirector@hnhcoalition.org)**