



Healing Native Hearts Coalition

POSITION DESCRIPTION

Administrative Assistant

Title: Administrative Assistant
Post date: June 7, 2023
Close date: Open until filled
Location: Fairbanks, AK
Compensation: DOE, Non-Exempt
Type of Position: Full-time
Reports to: Executive Director

PURPOSE SUMMARY:

The purpose of this position is to provide support for the Executive Director and the staff at Healing Native Hearts Coalition.

DUTIES & RESPONSIBILITIES:

1. Provide assistance with scheduling meetings, calendar update and other administrative duties
2. Arrange travel when needed, organize travel, spreadsheets, close outs, etc.
3. Provide assistance with various marketing projects
4. Independently perform support functions including coordination of complex internal and external executive meetings/calls, preparing correspondence, hosting visitors, routing information requests, booking travel and organizing team meetings
5. Assist in tracking expenses and purchase order workflow and ensure that they are prepared and submitted on a timely basis
6. File, and retrieve documents, records, and reports
7. Answer calls, and direct calls to appropriate parties and/or take messages
8. Other duties as assigned

QUALIFICATIONS

High school Diploma

Working knowledge of basic computer software and hardware

SUPERVISORY RESPONSIBILITIES

There are no supervisory functions or responsibilities.

DESIRABLE QUALIFICATIONS:

Be familiar with the geography and culture of the interior Athabaskan Villages in the Tanana Chiefs Region.

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 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**