



## Vacancy Announcement

### Lead Administrative Assistant

Position Title: Lead Administrative Assistant  
Salary: DOE  
Date of Hire: September 1, 2021 or until filled  
Location: Fairbanks, AK

#### **Scope of Position and Summary:**

The Alaska Native Women's Resource Center (AKNWRC) seeks an organized, creative, mature and dedicated individual to fill the position of Lead Administrative Assistant. The Administrative Assistant is primarily responsible for providing administrative office support to the Executive Director and providing support to the Finance Director doing light bookkeeping, filing both hard copies and electronic copies on the remote server.

This person will report to the Executive Director and Finance 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 located 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.

#### **About the AKNWRC:**

The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal responses to interpersonal violence through community organizing efforts advocating for the safety of women and children especially victims of domestic violence and/or sexual assault and how it effects our villages and families. Our mission is to uphold the sovereignty of Alaska Native tribal nations so we can restore safety for Native women and their children.

#### **Responsibilities:**

- Provide administrative support to professional staff
- Scheduling/logistical coordinating meetings and events;
- Drafting agendas;
- Managing correspondence;

- 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;
- Managing 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.
- 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 Calendaring, 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

Interested applicants may apply by sending a cover letter, resume, and list of three references to Tami Truett Jerue [tami.jerue@aknwr.org](mailto:tami.jerue@aknwr.org)