



## Vacancy Announcement

### Lead Administrative Assistant

Position Title: Lead Administrative Assistant  
Salary: DOE  
Date of Hire: July 1, 2022 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. Under minimal direction, the Lead Administrative Assistant will perform specialized complex work on a variety of clerical services which require independence, judgment and initiative.

This person will receive day-to-day oversight from the Operations Director and will receive overall direction from the Executive Team which includes the Executive Director, Finance Director and Operations Director. In addition, this individual 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 reception duties such as answering phones, screening of general incoming calls with intention to route to the appropriate person or take messages and greeting visitors.
- Extensive note taking for weekly meetings and as assigned.

- Provide clerical duties such as processing incoming and outgoing mail, photocopying, faxing, scanning, filing, assembling and distributing materials
- Provide word processing and complex data entry tasks
- Monitor and maintain office supplies and materials and process of these purchases, filing both hard copies and electronic copies on the remote server.
- Scheduling and logistical coordination of meetings and events; this includes conference line set-up and agenda drafting and distribution of meeting materials
- Making and communicating travel arrangements for staff; using a travel tracking system
- Completing travel related expense reports
- Assisting with special projects
- Daily upkeep with filing systems, both onsite and electronic
- Maintain, monitor and distribute centralized office calendars
- Coordinate maintenance and repair of all office equipment
- Prepare general memoranda, letters and other correspondence as requested
- Keep fax machine, printers, scanner, and copier stocked with paper; troubleshoot technical problems and arrange for repairs or service with outside vendor when needed
- Use of the Internet for media and general research when needed
- Assist with the preparation and dissemination of information as needed
- Supervision of other Administrative Assistants for AKNWRC
- Other duties as assigned

**Qualifications:**

- A B.A. or B.S. degree is preferred; year for year experience will be considered
- 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 [recruitment@aknwrc.org](mailto:recruitment@aknwrc.org)