

## **POSITION DESCRIPTION**

### **Executive Assistant**

## **INFORMATION**

<b>Department:</b>	Administration
<b>Reports to:</b>	Dual reporting role: Primary - President Secondary - COO
<b>Location of Work:</b>	Juneau, Alaska
<b>Salary Grade:</b>	DOE
<b>Employment Category:</b>	Full-time
<b>Classification:</b>	Non-exempt
<b>Date:</b>	October 2, 2017

## **SUMMARY/OBJECTIVE**

Reporting directly to the President and COO, the Executive Assistant provides executive support in a one-on-one working relationship. They serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. They serve as a liaison to the Board of Trustees and senior management, and oversees special projects. Strong written and verbal communication, administrative, and organizational skills, and the ability to maintain multiple priorities are important skills necessary for this position. This person will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

## **ESSENTIAL FUNCTIONS**

- Complete a broad variety of administrative tasks for the President and COO including; managing calendars, appointments, meeting requests, and travel arrangements.
- Coordinating and assisting the President in internal and external functions of Sealaska Heritage Institute and responsibilities of the President on boards and committees.
- Communicates directly, and on behalf of the President and COO, with board members, donors, staff and community members.
- Maintain files, papers and reports and assist with development of administrative procedures for institutional record keeping.
- Initiating cultural, historical or educational research as directed by the President.
- Draft memos, correspondence, letters of support, etc. for the President and COO.
- Create and assist with presentations for the President.
- Respond to correspondence for the President or routing to appropriate staff.

- Assist directors in miscellaneous duties as needed.

#### Board Support and Liaison

- Serve as the President's administrative liaison to the SHI Board of Trustees.
- Assist board members with travel arrangements, lodging and planning as needed.
- Maintain discretion and confidentiality in relationships with all board members.
- Coordination of meeting minutes, files and materials for Board of Trustees.

#### Finance/ Administrative Functions

- Assist in development of best practices for audit compliance.
- Assist with audits and audit related tracking/processes that improve the internal controls of SHI.

#### Programming

- Coordinate and plan special events as they arise.
- Give support to administrative staff ensuring they are fully trained in proper protocol and policies.

### **COMPETENCIES**

- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and to collaborate within a team.
- Excellent technical skills in computer applications, including word processors, spreadsheets, database software, and online survey applications.
- Highly organized, self-motivated, and extremely attentive to detail.
- Strong flexibility and ability to switch gears quickly.
- Knowledge of Alaska Native cultures.

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.



**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week.

**TRAVEL**

None to minimal.

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in anthropology or related field.
- Two years of research and administrative experience in a similar field.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

