

Executive Assistant

Department Tribal Historic Preservation

Direct supervisor (position) Tribal Historic Preservation Director

Position Summary

The Executive Assistant reports to the Tribal Historic Preservation Director, and closely coordinates with the Tribal Historic Preservation Officer and members of the Tribal Historic Preservation Committee. The Executive Assistant coordinates, plans, and arranges regular Preservation Committee meetings, as well as making travel arrangements for Committee members, accompanying members as required. This position also performs routine administrative functions, such as completing purchase orders, coordinating with IT, office supply fulfillment, etc. The Executive Assistant will also coordinate with other department staff for event preparation and coordination. This position requires the use of independent judgment to successfully maintain and implement Tribal initiatives and Department goals.

Job Functions

Essential Functions

- Administrative:
 - Preparing purchase orders and check requests
 - Coordinating and fulfilling office supply orders
 - Scanning and Filing
 - Preparation of Tribal Preservation Committee Meetings
 - Coordinating and following up on office IT needs
 - Taking and preparing meeting minutes
 - Assisting Tribal Historic Preservation Director and Officer with budget tracking
 - Retrieving visual media, and visual and audiovisual files from recording equipment, as well as logging and saving such files
- Scheduling and Travel Arrangements:
 - Maintaining central Department calendar
 - Coordinating travel arrangements for Tribal Preservation Committee members
- Coordinating with other Tribal Departments:
 - Coordinating with main Tribal Office
 - Coordinating with and scheduling other departmental meetings as needed
 - Assisting with events organization, including coordinating with other office staff, planning meals and decorations, scheduling presenters, and logging attendance

Non-essential Functions

- Serve a liaison between the Department staff and public, providing authorized information on Tribal history, the consultation process, requirements, regulations, and appropriate mitigation

- Assist other heritage staff with ways to integrate and promote tribal heritage values in educational and public settings
- Coordinate and assist with training tribal interns
- Perform other duties as assigned

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of letter requests processing, and ability to understand content to be able to correctly route information
- Knowledge of appropriate contemporary administrative and clerical practices
- Familiarity with Microsoft Office, including Word, Excel, and Outlook; expertise in various computer software programs applied to specific tasks; ability to create and maintain Excel charts and spreadsheets; ability to utilize Word templates; ability to manage multiple calendars in Microsoft Outlook
- Familiarity with databases and mail merge functions

Skills

- Excellent writing skills
- Demonstration of an awareness of when to take initiative, motivating and helping others, sharing pertinent information, encouraging teamwork, and providing feedback
- Excellent communication skills both on the phone and in person
- Attention to detail and ability to follow written and verbal directions
- Well-organized, and able to manage multiple projects simultaneously
- Excellent time management
- Operate standard office machines and equipment, and ability to learn to operate specialized computer-based equipment

Abilities

- Ability and willingness to learn more about tribal heritage values, and local historic and precontact, ethnographic, and current Miwok/Nisenan cultures
- Ability to build and maintain positive working relationships with coworkers, agencies and the public using principles of good customer service; ability to work with various cultural and ethnic groups in a tactful and effective manner
- Proactively and creatively adapt to various work-related challenges
- Maintain a highly professional image in all work-related activities
- Show initiative in resolving issues to satisfy internal and external needs and to stay compliant with UAIC policies & procedures
- Ability to accompany Committee members and Department staff to project sites within UAIC's Tribal territory and various agency offices
- Ability to handle and prioritize tasks and projects in a high-stress environment while being flexible enough to change focus quickly
- Ability to work effectively with others as a team, as well as ability to be an efficient individual contributor, who can work well independently
- Ability to learn rapidly and apply specific rules and office policies/procedures

- Remain comfortable and professional while working with a diverse community and staff
- Ability to interpret and apply policies and procedures with confidence
- Ability to consistently exercise independent judgment while communicating with co-workers, clients, and outside entities; ability to take initiative in resolving issues to satisfy internal and external customers' needs and to stay compliant with UAIC policies & procedures.
- Clear all necessary background checks

Qualifications

Minimum requirements

- High school diploma or GED, with some entry-level college classes
- Three (3) years of experience, or equivalent, in a fast-paced professional environment relating to environmental, anthropological, or tribal studies;
- Excellent computer literacy, specifically experience with Microsoft Office, including Word, Excel, and Outlook
- Valid driver's license

Preferred qualifications:

- Bachelor's Degree in Native American Studies, Anthropology, or related field
- Experience with Adobe Photoshop and Acrobat
- Familiarity with regulatory requirements concerning tribal heritage resources
- Experience working with Native American tribes

Working Conditions

Ability to travel by car, train, or airplane as needed for training, conferences, and professional meetings and projects throughout the United States. Ability to occasionally conduct fieldwork. The field work requires physical ability in driving and walking to, from and around locations in rough terrain, often at high altitudes while carrying equipment and supplies weighing up to 50 pounds, adverse conditions, and temperature extremes, such as heat in excess of 100 degrees F, and cold below 20 degrees F, as well as frequent exposure to high noise levels. While performing the office duties of this job, the employee is occasionally required to stand, walk and sit. The employee must use hands and fingers, to handle, pinch, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence. Indian Preference does apply.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Executive Assistant in subject line to be considered