

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

JOB TITLE: Administrator Coordinator
REPORTS TO: Tribal Administrator
SUPERVISORY: No
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Non-Exempt
DATE: September 16, 2024

POSITION OVERVIEW:

This position is based in Nuiqsut, Alaska. This position plays a vital role in ensuring the smooth and efficient operation of the Tribal office. The position requires exceptional organizational and communication skills, along with the ability to multitask and prioritize. The Administrative Coordinator will be essential in providing support to the Tribal Administrator and the Tribal Council and other general meetings while maintaining a professional and productive work environment.

RESPONSIBILITIES:

- **Provide Administrative Support:** Assist in managing the day-to-day operations of the office, including managing phone calls, emails, and correspondence. Prepare and edit documents, reports, and presentations. Schedule appointments and meetings. Coordinate requested travel arrangements with the Business Manager.
- **Coordinate Office Activities:** Maintain office supplies and equipment, ensuring their availability and functionality. Manage office calendars and ensure timely completion of tasks and deadlines. Assist in organizing Tribal events, conferences, and meetings.
- **Data Management:** Maintain accurate and up-to-date records, databases, and files. Ensure the confidentiality and security of sensitive information. Retrieve and analyze data as required and generate reports when needed.
- **Communication and Collaboration:** Facilitate effective communication by distributing information and materials. Coordinate and distribute important updates and announcements.
- **Office Organization:** Maintain a clean and organized office environment. Develop and implement efficient office procedures. Identify areas for improvement and suggest solutions to enhance productivity.
- **Other duties as assigned.**

KNOWLEDGE, SKILL, AND ABILITIES:

- Demonstrated track record of success in managing administrative tasks and supporting a team.
- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously. Strong attention to detail and strong problem-solving abilities.
- Strong verbal and written communication skills. Ability to interact with staff, Tribal Citizens, Tribal Council Members, and external contacts in a professional manner.
- Proficiency in using office software, such as MS Office, email and calendar management tools, and document management systems. Familiarity with data entry and record-keeping. Mac Systems knowledge.
- Ability to work in a fast-paced environment, adapt to changing priorities, and handle unexpected situations with poise and professionalism.
- Demonstrated discretion in handling sensitive and confidential information.
- Collaborative mindset with the ability to work effectively in a team-oriented environment. Willingness to provide support and assist team members as needed.

REQUIRED QUALIFICATIONS:

- A minimum of a high school diploma with a combination of three (3) years of administration and program experience.
- Driver's license and clean driving record (seven years with no infractions).
- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Ability to pass a criminal background check.
- Consistent and dependable attendance is a mandatory requirement of this position.

DESIRED QUALIFICATIONS:

- A minimum of three (3) years of experience working with, or for, a Tribe or Tribal organization.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

Please provide a resume to administrator@hvnuiqsut.org.