

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Executive Assistant
POSITION LOCATION: Yakutat Community Health Center (YCHC)
POSITION UNDER THE SUPERVISION OF: Executive Health Director
POSITION DETAILS: Non-exempt, Full-time permanent
FRINGE BENEFITS: Health and life insurance, Retirement

POSITION SUMMARY:

The Executive Assistant provides direct administrative support to the Executive Health Director in all areas of operation including strategic planning, grants management, data collection, reporting and correspondence. This position requires compliance with Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Executive Assistant's regular performance evaluation.

** Full position description available upon request.*

QUALIFICATIONS:

- High School Diploma
- Minimum of two years administrative management experience preferred.
- Previous work experience working for a Tribal Organization and Community Health Center agencies preferred.
- Must have valid driver's license.
- Intermediate or advanced computer skills; experience using MS Word, Excel and PowerPoint preferred

TO APPLY: Applications can be picked up at the Yakutat Community Health Center. Please submit full applications at Yakutat Community Health Center.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 & 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

The Yakutat Tlingit Tribe is a drug free work place and this position may be subject to random drug tests.

Posted by:

C. Kohne

2/8/19

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

