

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Executive Assistant
DEPARTMENT: Administration
SUPERVISOR: Executive Director
POSITION DETAILS: Full time, Exempt
WAGE: DOE
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Leave Package (Personal, Sick, Subsistence)
OPEN DATE: 9/10/2021 CLOSE DATE: Open Until Filled

POSITION SUMMARY

Under the direction of the Yakutat Tlingit Tribe Executive Director, this position supports Tribal government operations by providing administrative functions to support the daily operations of the Tribe. The Executive Assistant will also be in charge of but not limited to: YTT Tribal Enrollment Services and Strawberry Point Permit Issuance and renewal. This position will maintain confidentiality regarding records, and other personnel or legal issues regarding the Yakutat Tlingit Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with general office duties such as answering phones, copying, filing, supply inventory and ordering.
- Assist YTT Department staff in general office duties.
- Be the point of contact for public inquiries and direct them to proper department(s).
- Prepare advertisements, press releases, and any public/tribal member announcements.
- Track all YTT rental/facility keys and logbook.
- Ensure office equipment is kept in working order and accurately functioning.
- Prepare applicable purchase orders and check requests.
- Assist staff in IT troubleshooting.
- Attend trainings as needed.
- Arrange staff/council travel.
- Prepare quarterly newsletters to Tribal Members.
- Arrange all Staff/Council meetings.
- Prepare and maintain a true record of all Tribal Council Meetings.
- Coordination of Annual Membership meeting(s) and YTT Tribal Elections.
- Maintain the organization of the Main office.
- Other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent required.
- Bachelor's in Business Administration or related field; preferred but not required.
- Supervisory/Management experience preferred.
- Two years of increasingly responsible, varied, and highly skilled clerical work.
- Valid AK Driver's License.

NECESSARY SKILLS AND KNOWLEDGE

- Strong written and oral communication skills.
- Ability to handle multiple tasks, work under short timeframes and a strong attention to detail.
- Ability to handle confidential information with tact and discretion.
- Advanced level of computer skills and a minimum of 1 year using Microsoft Word, Excel, Outlook, Publisher, Access, and other database programs.
- Ability to work independently with brief verbal instructions, as well as prioritize workload.
- Must be able to work flexible hours to meet client and deadline needs.
- Demonstrated ability to be a reliable worker.
- Ability to organize, excellent record keeping, and experience in filing systems.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to hr@ytttribe.org

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

MISSION: To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people;

POSTED BY: To maximize our social, health & well-being while creating economic development benefits to all tribal members. DATE:

