



Job Title: Executive Assistant
Department: Office of Programs and Services
Reports to: Executive Director of Programs and Services
FLSA Status: Non-Exempt
Salary Grade: \$25.02 – \$35.03
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Executive Director of Programs and Services, the Executive Assistant will be responsible for supporting the Office of Programs and Services in all aspects of administrative support and functions. The Executive Assistant will coordinate the various tasks involved in the budgeting, scheduling, organizing, record-keeping, and handling information flow from the ED of Programs and Services to project team members and other stakeholders. The Executive Assistant will also provide administrative support to the Tribal Historic Preservation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support services at the direction of the Executive Director (ED) for the Office of Programs and Services team, including the Culture and Education team, Public Safety, Properties and Facilities, and Tribal Historic Preservation Office. Support includes coordination of communications, drafting general correspondence, scheduling, recording meetings, meeting minutes, maintaining files, equipment, and documents.
2. Assist the ED of Programs and Services and the members of the Tribal Historic Preservation Department to arrange and maintain meeting schedules, travel requirements and associated arrangements. Ensure that expense/travel claims are prepared and accounted for in compliance with current policies and procedures.
3. Create and manage purchase orders, order management, equipment receiving, invoice and financial reconciliation, internal review documents, and other office support duties.
4. Manage scheduling as well as draft, review, respond to phone calls, and communicate messages on behalf of the ED and the THPO Director.
5. Organize, prepare, attend, participate, and document meetings.
6. Prioritize emails and respond when necessary.
7. Assist the ED to create, track and complete contracts through the Internal Review process
8. Organize reports, invoices, contracts, and other financial files for easy access.
9. Document and follow up on important actions and decisions from meetings.
10. Attend Tribal Council meetings, as directed and support the ED with agendas, minutes, resolutions, ordinances, correspondence.
11. Support ED with logistics for special projects, events, activities, conferences, and retreats.
12. Assist with identifying and managing project scope, goals, needs, changes, schedule, costs and approach.

13. Monitor the progress of grants, ensuring grant deadlines are met by maintaining tracking documents and scheduling tasks and deadlines in appropriate calendars.
14. Maintain and monitor grant plans, grant budgets, and expenditures for reporting purposes
15. Review and update Programs and Services MyTribe pages and content as needed
16. Ensure timely notices and communication to membership when needed
17. Edit and formalize reports from the Office of Programs and Services
18. Foster kind and effective communication between the Office of Programs and Services and with the external community.
19. Organize special projects and related events such as public meetings, special work sessions, luncheons, and dinner meetings. Coordinates meetings and conferences including telephone and video conference. Organizes meeting logistics such as audio/visual, chairs, tables, food, water and coffee.
20. Track, maintain, and update as needed the Office of Programs and Services electronic policy manual.
21. Direct project correspondence by preparing and reviewing project proposals, memos, meeting minutes and emails.
22. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods, raising or lowering objects, and requires lifting up to 30 pounds on a regular basis. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative and creative problem solving.
2. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
3. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
4. Ability to work independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
5. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
8. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
9. Ability to proofread documents and working knowledge of technical report writing.

10. Ability to work with mathematical concepts such as basic arithmetic.
11. Working knowledge of accounting principles.
12. Working knowledge of paperless record retention system.
13. Excellent computer literacy, including a strong working knowledge of Office 365

QUALIFICATIONS

- A. Associate degree in business or in a related field and five years administrative support experience. A combination of formal education, training and related work experience may be considered.
- B. Excellent working knowledge of Microsoft 365 Applications required.
- C. Excellent working knowledge of Microsoft Teams file management and OneDrive and Sharepoint required.
- D. Exceptional writing, editing, and proofreading skills.
- E. Must have proven track record as a team player.
- F. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
- G. Technical report writing skills are desired.
- H. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.