

## **KAWERAK POSITION DESCRIPTION**

DIVISION:	Administration
JOB TITLE:	Executive Assistant
POSITION STATUS:	Regular Full Time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	12-13-14
REPORTS TO:	President

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Serve as the immediate supervisor to the Administrative Office Assistant, Custodian/Light Maintenance, and co-supervise the Facilities Maintenance Coordinator. Conduct staff evaluations on an annual basis and as necessary.
- 2) Conduct fact-finding research, independently locate appropriate sources of information and present findings in clear and concise reports.
- 3) Maintain incoming and outgoing correspondence files and other administrative files.
- 4) In charge of maintenance & facilities, RFP process and work order requests.
- 5) Ensure the Kawerak Corporate Calendar is maintained and updated regularly and as necessary. Ensure the Ublugiaq and Talialuk Board Room Reservation calendars are maintained and updated regularly and as necessary.
- 6) Screen calls, make appointments and travel arrangements for the President and Administration staff.
- 7) Schedule and coordinate all travel for Kawerak Executive Committee and Full Board Meetings, dispense per diem and honorarium fees to Board Members.
- 8) Ensure that board resolutions are properly formatted. Maintain all resolutions adopted by the Board of Directors.
- 9) Record and transcribe minutes for all Executive, Full Board and other assigned meetings.
- 10) Develop Summary of Motions and Action Items after the Executive or Full Board meetings.
- 11) Lead & assist in compilation the Kawerak Full Board and Program Report packets.
- 12) Update Board Policies and Procedures documents as necessary, and ensure that new board members receive Board Policies and Procedures.
- 13) Provide technical assistance and training to staff responsible for developing Board Committee Reports.
- 14) Provide assistance to Administration staff for special projects and events.
- 15) Facilitate and coordinate Kawerak employee events.
- 16) Compose letters and answer routine correspondence including donation requests.
- 17) In charge of ordering, inventory and sales of Kawerak logo store merchandise.
- 18) This position is expected to occasionally attend evening meetings, or meetings out of town, which requires time and/or travel during the evenings, weekends, and holidays.
- 19) Other duties as assigned by the Kawerak President.

### **QUALIFICATIONS:**

- 1) High school diploma or G.E.D. plus two years of work experience in the clerical field.
- 2) Must be dependable, self-motivated and able to work with minimum supervision.
- 3) Must possess strong research, writing and verbal communication skills. Strong organizational skills required.
- 4) Must be able to maintain strict confidentiality.
- 5) Must possess computer, keyboarding and office skills are required. Experience with Microsoft Word, Excel, Power Point required.
- 6) Must be able to type 50 wpm with accuracy.
- 7) Must be willing and able to travel, and occasionally work evenings and weekends.
- 8) Valid Alaska Drivers License and safe driving record are required.