

INTERTRIBAL BUFFALO COUNCIL
POSITION DESCRIPTION

POSITION: Executive Assistant
CLASSIFICATION: Non-Exempt; Hourly Wage
SALARY/WAGE: DOE

POSITION DESCRIPTION:

The Executive Assistant is responsible for managing the schedule and communications of the Executive Director and assisting with special projects. The Executive Assistant has the day-to-day responsibility for managing the Executive Director's reports, mailings, correspondence accuracy, and timeliness. The position may also be assigned other duties as deemed necessary.

PRIMARY RESPONSIBILITIES:

Specific responsibilities include, but are not limited to, the following:

- Handles critical correspondence demands at the direction of the Executive Director; directly contributes to the overall records keeping effectiveness of the organization.
- Assists with answering the office telephone; ensures accuracy and transmission of organizational emails to membership and/or other business contacts.
- Assists the Executive Director with the overall correspondence; maintaining filing system and contact list for the Executive Director.
- Assists with coordinating travel and meeting arrangements for the Executive Director.
- Assists with collection and preparation of information for quarterly board meetings, Executive Director reports, and any additional documents as directed by the Executive Director.
- Reviews and responds as requested by Executive Director to official correspondence; following up on official signatures from ITBC Officers; documentation as required.
- Responsible for compiling and drafting reports and assisting Executive Director in preparing for meetings, networking, and overall correspondence with a variety of people, organizations, and partnerships.
- Assisting with the filing and document management of Herd Development Grants
- Assisting with the archiving and preservation of ITBC historical files
- Other duties as assigned.

NECESSARY SKILLS:

- 5 Years minimum administrative experience and/or education.
- Demonstrated ability in handling additional responsibilities, as needed.
- Extreme emphasis on attention to detail
- Strong teamwork, problem-solving, leadership and communication skills.
- Ability to organize and coordinate work efficiently, prioritize.
- Broad knowledge base of office skills in addition to flexibility to adapt to changes in organization structure and/or circumstances when necessary.
- Excellent writing and oral skills.
- Ability to work independently and with little supervision, especially under diversified situations.
- Computer skills required; must have experience with word, excel, outlook and willing to learn and work with other diverse programs and applications as may be necessary.

SUPERVISED BY:

The Executive Assistant reports to and is supervised by the ITBC Executive Director and/or their designee.

****InterTribal Buffalo Council is an equal opportunity employer. The Organization does not discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual orientation or disability, although the Organization provides an Indian preference for employment.*

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