



Gwich'in Steering Committee

60 Hall Street, Fairbanks, Alaska 99701 Office: 907-458-8264 Fax: 907-457-8265

*"In no case may a people be deprived
Of their own means of subsistence,"
-International Covenants on Human Rights*

September 30, 2020

Job Title: Executive Assistant

- **Full-time position (40 hours/week)**
- **[Salary range, DOE]**
- **Position open until filled; the first review of applications will take place on October 15, 2020**
- **To apply, e-mail a cover letter, resume, and three professional references to betty@gwichinsteering.com**

The Executive Assistant is to support our organization. As an essential part of our growing team, you will be an integral part of the Gwich'in Steering Committee's work to protect "Iizhik Gwats'an Gwandaii Goodlit," or the "Sacred Place Where Life Begins." The coastal plain has deep spiritual and scientific significance to the Gwich'in people of Interior Alaska and Canada. A successful Executive Assistant will be passionate about supporting our mission and our work, which is deeply personal, exciting, challenging, and always changing.

The Executive Assistant will perform a variety of administrative tasks and support the Executive Director of the Gwich'in Steering Committee, as well as Board members, Chiefs, the Gwich'in Youth Council, and volunteers. These tasks will change day to day in line with organizational needs, but will include: acting as the main point of communication for external partners, managing information flow in a timely and accurate way, managing schedules and setting up meetings, managing external communication including e-mail and phone, creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a strong understanding of our work, the ability to work independently with top-level guidance, and be very well organized and attentive to details.

Executive Assistant Responsibilities:

- Preparing financial statements, reports, memos, invoices, letters and other documents.
- Answering ED phone and routing calls to the correct person or taking messages.
- Filing and retrieving records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, chiefs, and the executive director.
- Help set up and prepare for meetings.

- Using various software, including word processing, spreadsheets, databases, and presentation software
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Help make travel arrangements.
- Performing office duties that include ordering supplies and managing a records database.
- Provide general administrative support.
- Help organize and uplift the Gwich'in Youth Council, including organizing meetings and events with the youth.
- Maintain confidentiality
- Some days will need to work through lunch and stay late to meet deadlines.

Executive Assistant Requirements:

- A desire to support the mission of the Gwich'in Steering Committee.
- A proactive approach to problem-solving with strong decision-making skills.
- The ability to work collaboratively with the Executive Director to define the Executive Assistant's role and tasks in keeping with the Gwich'in Steering Committee's goals.
- Proven experience as an executive assistant or other relevant administrative support experience.
- High school diploma.
- Ability to organize a daily workload by priorities and meet deadlines in a fast-paced quickly changing environment.
- Punctuality is a must.
- Excellent verbal and written communications skills.
- Follow the direction of the Gwich'in Elders to work in a good way.
- Quick and enthusiastic learner.
- Must have a good attitude in the workplace and treat others with kindness and respect.