



Gwich'in Steering Committee

3401 Airport Way Suite 201 Fairbanks, Alaska 9970 Office: 907-457-8265

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

Executive Assistant Job Announcement

The Gwich'in Steering Committee seeks a full-time executive assistant to support our team in Fairbanks, Alaska. Applications will be reviewed on a rolling basis until the position is filled.

The ideal candidate has excellent office and computer skills and a proven ability to work well with coworkers and outside partners.

Job Responsibilities

The executive assistant reports to the Executive Director and is responsible for general office duties, including: (1) answering phones; (2) filing and retrieving records, documents, and reports; (3) making travel arrangements for staff and board; and (4) processing correspondence. This person will also serve as a point of communication with our partners to restore protections to the Arctic National Wildlife Refuge, while also tracking latest developments towards that broader goal. The executive assistant must also be able to lift up to 30 lbs. and deliver and pick up documents in Fairbanks.

Qualifications

We seek candidates who have knowledge of general office practices and procedures. Strong candidates will have:

- Proficiency with Microsoft Office Suite—Word, Excel, Outlook, PowerPoint.
- Ability to meet deadlines in a fast-paced, quickly changing environment.
- Proactive approach to problem-solving.
- Excellent verbal and written communications skills.
- Attention to detail and accuracy.
- Ability to make appropriate decisions quickly and under pressure.
- Quick and enthusiastic learner.
- Humility, good humor, and ability to foster and work within an environment of kindness and respect.

Hourly wage of \$17 - \$20 per hour, depending on experience. The Gwich'in Steering Committee is an equal opportunity employer.

How to Apply

Email cover letter, resume, and references to Ashley Boyd at aboyd@trustees.org. Include the subject line: GSC EXECUTIVE ASSISTANT.