

BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION

POSITION TITLE: **Program Assistant; Administration**

OBJECTIVE: Provide clerical and program support that is essential for consistent flow of operations such as incoming communications, use of facilities, documentation requirements, and keeping equipment operational.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. **Job knowledge / documentation required:** High School Diploma/GED and three years of similar office experience. Proficiency using computer data base programs and word processing. Must be 18 years of age and have a valid Alaska Driver's License and eligible for BBNA driver's insurance. Must be able to do occasional heavy lifting up to 50 lbs. Familiarity with Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS

Provide clerical, reception, and supportive services for staff

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- Providing a knowledgeable resource of logistical information based on experience and familiarity with BBNA general operations and office functions.
- Working independently, with a minimum of errors and prioritizing complicated tasks.
- Answering phones and greeting staff and clients in a helpful, welcoming manner, and ensuring that individuals get access to someone who can help; provide support when needed.
- Completing mail run when maintenance staff is unavailable.
- Checking, logging and promptly distributing incoming mail to appropriate personnel and programs when needed.
- Monitoring fax received on admin printer and distribute timely.
- Monitoring and recording printer use, postage meter register readings, adding funds to the postage meter when necessary, advise Office Manager when funds are getting low, and locking the meter at the end of the business day on Friday.
- Arranging and completing bulk mailing activities as needed.
- Preparing two monthly mail outs and sending to participating villages and Board Members.
- Typing, filing, updating addresses and village councils/officers/employee lists, and mass copying.
- Be the leader with Events Committee to organize regular annual staff events such as potlucks, spring picnic, and Christmas event.
- Actively performs scanning of BBNA board information, and files.

Provide assistance with Full Board and Executive Board meeting processes.

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- Helping to ensure meetings are well organized with adequate notice and optimal participation by setting up teleconferences as needed, reserving space, and communicating with participants.
- Putting together board packets and ensuring adequate delivery time.

- Assist with Full Board attendance confirmation, and sharing board changes with CAO, front desk, travel, and Office Manager, keeping file of changes.
- Annual update of village tribal boards to give to Executive Committee members for their use in calling these villages for information to share with the board during their meetings.
- Develop an understanding of Parliamentary Procedures, BBNA's Board structure, and BBNA's Board meeting processes.
- Provide/assist with recording meeting Minutes as requested.

Ensure equipment is functional, facility is operational, and building is secure at close of business day.

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- Ensure equipment is fully functional with supplies readily available for use with minimal interruption daily.
- Following through to ensure prompt equipment repair or replacement.
- * Keeping an inventory of supplies and equipment, and notifying Office Manager with list of supplies to order.
- Following a building shut down procedure at the end of each work day. This includes lock up of entrances, custodianship of keys, turning off appliances and lights, and closing windows and doors necessary for fire prevention.

Keeps Management Informed

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- Participating in Admin. Support Team meetings including preparing an agenda, sending notice of meetings and taking minutes.
- Keeping an updated "Work Plan/Calendar" for program staff to use in planning activities and services.
- Occasional research or fact finding for staff, including telephone surveys of villages, information gathering from government or private sources and collating the data.
- Working with Office Manager to make sure compiled data and reports are timely and available.
- Provide support to CAO.
- Providing minutes for committees appointed by the President/CEO and various department requests approved by the Office Manager.

Monitors and improves program and service quality.

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- Watching for problems in data or record keeping systems, communications, efficiency of equipment, and make helpful suggestions to for changes.

Protect program integrity and client privacy

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- Abiding by BBNA's policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Travel in and out of region

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- Scheduling well planned trips if necessary to provide services, participate in training,

- workshops and to exchange information. Travel is not expected to be frequent.
- Point of contact for all administration travel needs (minus Board travel)

Contribute to the overall team effort

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- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: \$33,059 - \$49,055/yr \$16.96 – \$25.16/hr

REPORTS TO: Admin IV / Office Manager

DUTY STATION: Central Office

Employee Acknowledgment	Date
Supervisor's Signature	Date
HR Director	Date
President/CEO	Date