



ADMINISTRATIVE SUPPORT SPECIALIST

Position Description

Job Title: Administrative Support Specialist
Classification: Full Time, Non-Exempt
Location: Portland, OR

Overview:

The Affiliated Tribes of Northwest Indians Administrative Support Specialist is supervised by the ATNI Executive Management including the Executive Director. Duties of the Administrative Support Specialist include office management, clerical tasks, and back-office duties of an organization. The administrative support specialists must manage the purchasing and inventory of office supplies as well as schedule the maintenance of office equipment. They serve as a liaison for executives by screening incoming calls and emails, sorting mails, and setting appointments with employees, customers, and vendors. Administrative support specialists must also be able to draft memos and edit report proposals and other business documents. The Support Specialist will interact closely with the executive director to assist executive management with coordination of ATNI consultants, volunteers, committee chairs, and the ATNI executive board. Successful candidates will have direct experience working with tribal non-profits.

Principal Job Duties:

The requirements listed below are representative of the knowledge, skill and ability required for this position.

- Provide direct administrative support to the ATNI Executive Director to ensure that office functions and day to day operations are implemented per procedures.
- Answer and direct phone calls
- Organize and schedule appointments
- Assist in planning meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Maintain the ATNI filing system
- Order office supplies and research new opportunities and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Complete other assignments as directed

Qualifications:

The Administrative Support Specialist is expected to work effectively and efficiently with a diverse range of individuals and tribes. Candidates should be effective communicators and troubleshooters, enthusiastic, self-motivated, adaptable, and able to complete assigned tasks with a strong sense of responsibility.

- Excellent organizational skills, with the ability to prioritize tasks and manage multiple tasks simultaneously.
- Strong oral and written communication skills.
- Strong computer skills and knowledge of office technology/equipment.
- Ability to work calmly and effectively in stressful situations.
- Punctual, dependable and dedicated to achieving operational goals.
- Discreet, ethical and committed to maintaining a high degree of confidentiality.
- Skillset in project management and planning capabilities.
- Ability to read and understand standard business documentation (e.g. contract language).
- Proven ability to work on several projects simultaneously and under tight schedules.
- Moderately high computer proficiency, including, standard office software applications.
- Moderate proficiency in web-based applications.
- Knowledge of data collection and interpretation is preferred.
- Ability to use all basic office equipment.

Experience:

- 2-4 years working with tribal non-profit organizations or tribe preferred
- Associate degree in Business Administration or related field preferred
- Evidence of direct experience to match the stated qualifications.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will work under normal business office conditions. This position primary office will be located at the ATNI headquarters in Portland, Oregon.

Physical Demands:

The tasks of this position are normally performed while sitting at a desk, often using a computer. Mobility is required to attend meetings, attend training and workshops, and to accomplish other necessary tasks. The periodic ability to travel independently to various locations in the Pacific Northwest region, typically via airplane or car is required. Regular lifting of up to 10 pounds, and occasional lifting of up to 25 pounds is expected. Must be able to maintain an excellent attendance record.

Application process:

Hiring preference will be given to qualified enrolled citizens of federally recognized Tribes or Native Alaskans.

Send letter of interest and resume and please include at least three professional references.

Send to:

Email: humanresources@atntribes.org

Subject Line: "Administrative Support Specialist Job Announcement"

Attention: James Parker, Deputy Director

Affiliated Tribes of Northwest Indians

5904 NE Sandy blvd

Portland, OR 97213