

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Kiikajik Elder's Administrative Assistant

Department: Kiikajik/Elder's

Reports to: Kiikajik Elder's Director

Salary Range: \$17.07 to \$23.89 per hour / (\$35,496 to \$49,694) Annually

Status: Non-Exempt

Level: B22

Opens: September 06, 2019

Closes: September 27, 2019

SUMMARY: Under supervision of the Kikaajik/Elders Department Director, provide clerical and office support utilizing excellent customer service to both external and internal clients of the Kikaajik/Elders Department. The Administrative Assistant will work closely with the Director to accomplish the goals and objectives of the Kikaajik/Elders Department. The Administrative Assistant will assist with promoting and administering activities for Elders of the Little Traverse Bay Bands of Odawa Indians by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service response to our Elders.
- Perform the Administrative Assistant duties for the Director of the Kikaajik/Elders Department and Elders' programs.
- Manage general office functions including: office machines (toner, paper, etc.), general office cleanliness, read and route incoming mail, type routine correspondence,
- Organize and maintain file system. Set up files for all Elders and record status changes on all Elders records as necessary (i.e. change of address, change of phone, marital status)
- Answer and screen Departmental telephone calls and visitors, directing to the appropriate staff or department. Serve as liaison to Elders, answering questions and providing information.
- Submit PO request for Elders reimbursement programs.
- Maintain Department calendar. Schedule meetings, conferences and appointments for Kikaajik/Elders Department as requested.
- Arrange with Accounting necessary travel reservations and itineraries; anticipate and prepare background materials as needed.
- Attend Elders meetings and activities as requested by the Director.
- Assist Kikaajik/Elders Department Director in the planning, organizing, and execution of recreational activities, events and travel as requested.
- Maintain office supply inventory, submit and track purchase orders.
- Attend appropriate training as required.
- Maintain confidentiality of all files and accounts of the Elders' Program.
- May need to drive Elders' Shuttle as needed.

- May assist with Elders outreach.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High School diploma or G.E.D. required with two years office experience is preferred. Associate's degree in appropriate field preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Must have strong computer knowledge, including Excel (for data collection), general clerical skills including typing, filing, and multi-line phone system and be able to prioritize and plan work efficiently. The employee must have the capability to maintain the highest level of confidentiality. Proficient use of office machines (copier, fax, etc.) is required. Must possess strong interpersonal communication skills, both verbal and written along with proven experience in customer service. Familiar with local Native American culture and community. Ability to speak Anishinaabemowin a plus. Ability to provide empathetic response to Elders in distress is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan Chauffer's driver's license (or obtain the Chauffer's designation within 6 months of hire), have reliable transportation and be insurable for duration of employment. CPR Certification preferred.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation.