


Employment Opportunity

	“Restoring and strengthening minobimaadiziwin (Anishinaabe- the Good Life) of the Odawa Community through a foundation of indigenous food systems and cultural activities.”	Job Title:	Executive Assistant
		Location:	Ziibimijwang Farm, office
Job Category:	Administrative	Travel Required:	Between sites, on occasion
Benefitted Position:	Yes	Position Type:	Full-time, year round
Contact:	Mary Donner, Exec. Dir.	Wages:	Salary: \$41,568- \$54,038 based on experience
Will Train Applicant(s):	Yes	Posting Expires:	11/01/2023

Resume's accepted by: E-mail	
EMAIL: MARYDONNER.ZIIBIEXEC@GMAIL.COM Subject Line: Executive Assistant Position	MAIL: N/A

Job Description
<p>Ziibimijwang (ZEE-Beh mige-waang) is owned by the Little Traverse Bay Bands of Odawa Indians. The purpose of the 100 acre farm is to enhance LTBB food sovereignty by providing a reliable food source for the community independent of the larger food system, encouraging a healthy lifestyle for our people and enhancing people's knowledge and ability to do farming/gardening and subsistence activities for themselves. We are located in the "Tip of the Mitt" only 10 miles south of Mackinaw City, Michigan. We are committed to extraordinary results and we are looking for a partner that has the skills and commitment to produce high level professional results and the ability to adapt and respond to challenges and needs as they arise. We are proud to grow high quality, nutritionally dense, seasonal vegetables using sustainable farming practices that will follow Organic standards that care for the soil, groundwater, and adjacent natural areas. We use no synthetic fertilizers, pesticides, or herbicides on our farm.</p> <p>Reporting directly to the Executive Director, the Executive Assistant will provide executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for the Executive Director and also serves as a liaison with the administrative staff, as needed. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability maintain a realistic balance among multiple priorities is imperative. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.</p>

PRIMARY RESPONSIBILITIES-

- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements
- Support Executive Director with internal and external communications
- Support and manage a high-volume of requests and projects to meet the objectives of the Executive Director
- Manage all scheduling and travel logistics for the Executive Director
- Prepare and edit correspondence, presentations, reports, and memos
- Complete expense reports and manage correspondence with vendors
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned
- Organize meetings and events for convenings, retreats, various board meetings, and other logistics
- Serve as a liaison to Board of Directors and administrative staff
- Maintain quality filing and communications systems including contact management, document management, and archiving
- Manage Executive Director's social media accounts
- Support Executive Director with donor/funder relations
- Assist in other administrative tasks as needed

QUALIFICATIONS-

- Experience: 2 years related work experience
- Familiarity with non-profit sector
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications, Google Suite, and social media web platforms
- Ability to manage up
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications

Tribal preference will apply.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time