



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Administrative Assistant
Little Bear Creek (LBC)/Senior Program (SP)

OPEN: February 19, 2019

EXEMPT: No

SALARY GRADE: (5) \$14.35-\$16.07

SHIFT: Days/Flexible

LOCATION: Little Bear Creek

DURATION: Full Time

CLOSES: March 5, 2019

JOB CODE:

DIVISION: Family Services

DEPARTMENT: LBC\Senior Program

SUPERVISOR: Program Director

VACANCIES: 1

JOB SUMMARY: Assist the Director of the Lummi Senior's Program as Administrative Assistant in addition; assist with the communication, collaboration and coordination of Lummi Senior's Program. Assist the Program Director as support staff for all activities as related to the Lummi Seniors and Little Bear Creek Programs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned:

1. Assist in the planning and coordination of activities designed to ensure that the work plan goals and objectives are being met in a timely manner in delegating others to assigned duties ensuring all measures of activities and events are followed thoroughly.
2. Make timely travel arrangements for Lummi Senior's and other Programs as needed; airfare, lodging, registration and per diem.
3. Responsible for payroll, time card, and sheets completion for signature of Program Director.
4. Must be available at all times in event of a emergency, including nights and week ends, to assist and assure that the safety and well being of all Lummi Elders and others are met in event occurs
5. Provide clerical support including but not limited to screening calls, facilitating communication, taking messages and greeting the public in a professional and courteous manner at all times
6. Monitor the scheduling of clients for all Lummi Senior's Program to ensure that a timely response to the client is made and all questions addressed in a satisfactory manner
7. May be asked to assist in preparation of meeting sessions with Lummi Senior's Program and other Family Seniors Division Programs; agendas, catering, taking minutes and other duties as assigned
8. Be prompt and available from 7:55 AM to 4:35 PM each business day, must open the office, answer the phone and greet service recipients in a professional and courteous manner
9. Develop, organize, and maintain Lummi Senior's personnel and Lummi Elder's paper/electronic filing system
10. Thorough knowledge of Microsoft Office to organize an electronic database
11. Create a system for daily routine Xerox and collate materials as needed
12. Must be able to effectively write memos and letters in a thorough manner
13. Communication skills must be at a high level
14. Customer service skills are essential; treating all with respect and dignity
15. Follow all Lummi Indian Business Personnel Policies and Procedures

16. Other duties as required by Lummi Senior's Program Director

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent G.E.D. preferred
- Must have at least five (5) years experience managing a high volume office operation
- Must possess organizational and office skills
- Must have the ability to type 60 w.p.m.
- Must have the knowledge of computers (programs include, Microsoft Word for Windows, Excel, Word Perfect 6.0 Microsoft Publisher, Microsoft PowerPoint, My Marketing Materials, Internet Explorer and Perfect Labels)
- Lummi/Native American preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Maintain strict confidentiality and professionalism; be professional, dependable, trustworthy, and willing to learn.
- Must possess organizational and office skills.
- High School Diploma or equivalent G.E.D. preferred.
- Must understand and at all times comply with LIBC policies and procedures.
- Must be able to work independently with minimal amount of supervision.
- Must follow and adhere to all HIPAA rules and regulations

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires to an extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.