



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: Executive Administrative III

OPEN: February 6, 2026

CLOSES: February 20, 2026

EXEMPT: No

JOB CODE:

SALARY: (10) \$30.42-\$34.26/hr. DOE

DIVISION: Health & Human Services

SHIFT: Day

DEPARTMENT: Policy

LOCATION: Eaglehaven

SUPERVISOR: Health Housing Manager

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide administrative support to the health housing manager and staff. Housing Will assist housing manger on different health housing work and sites. Executive Administrative III reports directly to Housing Manager. Administrative III will be a part of leading our new programs to success. Executive Administrative III performs a variety of duties such as organizing and assisting in work plans and budget reports. Job duties entail of processing work orders. clerical administrative, data processing, and regulatory tasks. Supporting daily office operations, focusing on organization, communication, and data management for grants and reports, scheduling (meetings, travel), communication handling (phones, emails, greeting visitors), and office upkeep (supplies, equipment) Perform data entry for clients housing applications, intake, service records, and file management in Mission Tracker software. Ensure all clerical and administrative functions are performed in compliance with Health Housing policies, procedures, and protocols. Ensure smooth workflow for staff and management. These duties are crucial for efficiency and accountability. Time management and prioritization skills to ensure efficient functioning of schedules and office systems. Demonstrate respect for diversity and commitment to trauma-informed, recovery-oriented care.

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

1. Perform data entry for client's applications intake, service records, and file management in Mission Tracker software.
2. Ensure all clerical and administrative functions are performed in compliance with Health Housing policies, procedures, and protocols.
3. Support crisis response at the front desk by calmly addressing urgent or symptomatic situations until clinical staff are available.
4. Processing invoices and work orders for vendors, bills services and goods. Work collaborates with accounting, AP, purchasing, and planning for repairs, maintenance and contracts services.

5. troubleshooting equipment photocopy machines and maintaining office procedures. Assists department managers with purchasing supplies and requests for staff and client as needed.
6. Budgeting, bookkeeping and planning skills and knowledge of associated computer software such as Microsoft Excel and Word.
7. Prepare and process travel arrangements, documentation, and travel reimbursements
8. Assists manager in organizing meetings and trainings for staff members.
9. Assists program managers with printing, photocopying, mailing and other administrative tasks when requested.
10. Plans and implements events trainings and meetings as needed.
11. Responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence
12. Serves as a point of contact between KQV and LIBC administrative departments.
13. Participate in supervision, training, and team meetings.
14. Provides excellent customer service to patients, staff, and visitors.
15. Responsible for scheduling of conference rooms for events and meetings, managing employee calendars, making appointments.
16. Coordinate KQV Supervisor meetings to gather and distribute meeting information, record meeting minutes, and maintain records.
17. Responsible for all correspondence and communications with vendors and contractors, including account disputes, negotiations, and problem resolution.
18. Maintain HIPAA compliance and protect client confidentiality.
19. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 3-5 years of experience in a similar administrative support role; **OR**
- Bachelor's degree in public and Tribal Administration, or related field.
- Strong verbal and written communication skills, including handling emotional situations, are essential for effectively interacting with a diverse range of people.
- Enthusiastic dedication to service excellence
- Skill in managing and prioritizing multiple incidents/tasks simultaneously.
- Strong verbal and written communication skills, including handling emotional situations, are essential for effectively interacting with a diverse range of people.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Word/Windows/Excel PowerPoint
- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must maintain strict confidentiality at all times.
- Complete HIPPA training upon hiring

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.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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

