



# 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 Assistant

**OPEN:** February 19, 2026

**EXEMPT:** No

**SALARY:** (10/11) \$32.28-37.08/hr. DOE

**SHIFT:** Day

**LOCATION:** SWMS

**DURATION:** Regular Full Time

**CLOSES:** March 06, 2026

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** SWMS

**SUPERVISOR:** Executive Director

**VACANCIES:** 1

**JOB SUMMARY:** The Executive Assistant provides high-level administrative, operational and strategic coordination support in a 24-hour secure medical facility. This role serves as a trusted partner to the Executive Director, ensuring organizational priorities, regulatory obligations and executive initiatives are coordinated, documented and executed efficiently.

The Executive Assistant functions as a central coordination point between leadership, clinical management, tribal partners, courts, regulatory entities and external stakeholders. This position requires discretion, initiative, critical thinking and the ability to manage complex, confidential information in a secure healthcare environment.

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

1. Provide high-level administrative support to executive leadership, including calendar management, scheduling, meeting coordination, travel arrangements and correspondence management.
2. Prepare, edit and manage reports, presentations, official documents and executive communications.
3. Coordinate executive and program meetings, committees and Tribal leadership briefings, including agenda preparation, materials distribution, and meeting minutes as needed.
4. Track executive action items and follow up with leadership team members to support timely completion of priorities and initiatives.
5. Maintain tracking systems for executive initiatives, facility development activities, accreditation preparation, licensing requirements and regulatory submissions.
5. Monitor deadlines for compliance activities including reporting requirements, grants, contracts, intergovernmental agreements, and policy review cycles, ensuring proper documentation and version control.
6. Assist with preparation for audits, site visits, accreditation reviews, and regulatory inspections by organizing required documentation and supporting leadership readiness.

7. Support compliance with Tribal, federal, and state requirements applicable to operations.
8. Coordinate executive-level financial documentation, budget tracking, and expenditure monitoring to support leadership decision-making.
9. Prepare financial summaries, packets, and supporting materials for executive review.
10. Assist with vendor contract coordination, purchasing processes, invoice tracking, reimbursements, and expense documentation in accordance with Tribal financial policies and internal controls.
11. Maintain organized and confidential records and files, including executive, financial, personnel, and program documentation, in accordance with privacy and security requirements.
12. Serve as liaison between executive leadership, program staff, finance, and external partners to facilitate communication and coordination.
13. Support preparation of executive reports, dashboards, and quality improvement materials for leadership review.
14. Maintain confidentiality and exercise discretion when handling sensitive information related to clients, staff, and Tribal operations.
15. Oversee and supervises Receptionist positions to ensure efficient front desk operations, adherence to confidentiality standards, and delivery of professional and culturally responsive client services.
16. Mentor and support reception including hiring recommendations, onboarding, performance evaluation and corrective action as needed.
17. Perform other related duties as assigned to support effective program operations.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business administration, healthcare administration, public administration, accounting, finance, or related field **PLUS**
  - Minimum of two (2) years of experience providing executive-level administrative support, including financial or fiscal support duties **AND**
  - Experience in a healthcare, behavioral health, or Tribal program environment preferred.

#### **OR**

- Associate's degree in business administration, healthcare administration, public administration, or related field **PLUS**
  - Minimum of four (4) years of experience providing executive-level administrative support, including financial or fiscal support duties **AND**
  - Experience in a healthcare, behavioral health, or Tribal program environment preferred.

#### **OR**

- Six (6) years of progressively responsible administrative or operational support experience, including experience supporting senior leadership, managing confidential information, coordinating projects, and handling financial or compliance-related processes, may be substituted for formal education. **AND**
  - Experience in a healthcare, behavioral health, or Tribal program environment preferred.
- One year of experience supervising administrative staff required.
- Possess a valid Washington State Driver's license and meets eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- High level of discretion and integrity
- Strong critical thinking and independent judgment
- Ability to manage multiple complex priorities with attention to detail and deadlines.
- Strong organizational and time-management skills.
- Effective written and verbal communication skills, including the ability to prepare professional correspondence, reports and documentation
- Knowledge of basic accounting and financial processes, including budget tracking, purchasing, and invoice processing.
- Knowledge of Tribal financial policies, internal controls, and procurement procedures, or the ability to learn them.
- Knowledge of privacy standards, including HIPAA and 42 CFR Part 2.
- Proficiency in office software, spreadsheets, document management systems and financial tracking tools.

**WORK ENVIROMENT & CONDITIONS:**

- Secure detox setting with exposure to patients in acute distress.
- Flexible scheduling may be required, including evenings or weekends.
- Culturally diverse environment that prioritizes respect, humility, and collaboration.

**REQUIREMENTS:**

- Must pass a pre-employment random drug screen and alcohol test to be eligible and maintain employment, as required by the LIBC Drug and Alcohol-Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS 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](mailto: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.