



# 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  
Lummi Victims of Crime (LVOC)

**OPEN:** July 8, 2026

**EXEMPT:** Yes

**SALARY:** \$30/hr. Per Grant

**SHIFT:** Day

**LOCATION:** LVOC Admin Office

**DURATION:** Regular Full Time

**Grant Ends: 09/30/2027**

**CLOSES:** July 22, 2026

**JOB CODE:**

**DIVISION:** Law & Justice

**DEPARTMENT:** LVOC

**SUPERVISOR:** Associate Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the LVOC Associate Director, the Executive Assistant (EA) is responsible for a variety of duties with the Lummi Victims of Crime administrative office to assist with ensuring smooth and efficient day-to-day operations of the LVOC program. The EA will become familiar with grant research, writing, management and reporting as well as development and enforcement of policies and procedures. The EA shall assist in ensuring compliance with LVOC funding sources by processing of contracts, work orders, purchase orders, AP checks, etc. and by maintaining proper documentation of all expenditures under each funding source, including creation and maintenance of cuff accounts for each funding source and tracking of assistance provided to individual clients of the LVOC program. The EA shall assist with scheduling and attending various meetings with other LIBC departments & programs as well as with external agencies. Annual travel and training shall be required and occasional evening and/or weekend hours may be required.

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

1. Collaborate with Associate Director on day-to-day tasks.
2. Coordinate logistics of and attend LVOC departmental meetings and community events.
3. Attend collaborative meetings between LVOC, other LIBC programs, Law & Justice Commission, as well as meetings with external agencies
4. Become familiar with all LVOC funding sources, including requirements, grant goals & budgets and reporting deadlines.
5. Assist Associate Director and LVOC Office Manager in ensuring all expenses under LVOC funding sources are allowable and within budget.
6. Construct and maintain cuff accounts for LVOC funding sources, tracking expenses and remaining funds.
7. Maintain adequate records of client emergency financial requests. I.E. client ID #'s, types of requests submitted, amounts requested.
8. Collaborate with Associate Director and LVOC Office Manager to maintain seamless and accurate records of all LVOC documentation.
9. Complete and prepare for signature LVOC invoices, work orders, contracts, purchase orders, AP checks, human resources documentation, etc.

10. Compile information and perform data entry for services provided to LVOC clients and ensure timely entry into InfoNet on a regular basis.
11. Become familiar with all aspects of grant research, application processes, award acceptance, grant management and reporting.
12. Scan and compile electronic files of all LVOC records and, when necessary, create Microsoft Word documents from PDF files.
13. Maintain calendar of appointments, meetings and upcoming events and grant deadlines.
14. Assist with maintaining documentation of client cases, action plans, financial requests and other case management duties.
15. Assist with responding to phone calls, voicemails, emails and other formats of correspondence.
16. Attend all assigned online and in-person trainings, workshops and conferences, including victim advocacy training for grant requirements.
17. Maintain strict confidentiality, a high level of professional standards and comply with LIBC and LVOC policies & procedures.
18. Always Represent LVOC and LIBC in a positive and courteous manner.
19. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent *required*
- Associate's degree or higher *preferred*
- At least two years' experience in a department of LIBC or Lummi Entity OR
- Four years' experience in a tribal office setting may be substituted for formal education.
- Must have two years' experience working with Microsoft Office
- Knowledge and understanding of Sexual Assault, Domestic Violence, Child Abuse, Elder/Vulnerable Adult Abuse/Exploitation *preferred*.
- Experience relevant to trauma-informed care *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance or must be willing to obtain within 60 days of hire *required*.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Willingness to learn and remain "teachable" *required*.
- Knowledge of Lummi Community *preferred*
- Ability to demonstrate sensitivity and empathy with traumatized populations *required*.
- Strong attention to detail and ability to multitask *required*.
- Strong conflict resolution and problem-solving skills *required*.
- Ability to handle stressful/crisis situations *required*.
- Case management skills and work experience *required*.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Excellent oral and written communication skills *required*.
- Ability to perform physical tasks such as moving objects, bending and lifting up to 40lbs.
- Ability to be dependable, trustworthy, and maintain confidentiality *required*.
- Ability to work flexible hours and without supervision when necessary.

### **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 extensive Criminal Background Check.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must be willing to travel to receive training.
- Must have completed or agree to complete Mandatory Reporting Training within 90 days of hire.
- Must have completed or agree to complete CPR and first aid training within 90 days of hire.

- Position is grant funded that will end on **September 30, 2027**. Additional funding to extend this position is already being pursued. When funding is secured, this position's wage and end date shall be reviewed accordingly.

**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.