

**GREAT LAKES INTER-TRIBAL COUNCIL
JOB DESCRIPTION**

Job Title:	Program Administrative Assistant - SPF PFS	Department:	Education and Human Services
Location:	Central Office at Lac du Flambeau WI	FLSA Status:	Non-Exempt
Reports To:	Program Director	Salary Grade:	30
Status:	Part-Time	Date:	Nov 2015

Position Summary:

Provides administrative and clerical support to the Program Director – Strategic Prevention Framework Partnerships for Success and supports associated program activities. The program assistant will help coordinate activities, plan monthly advisory committee meetings, Tribal Epidemiology Outcomes Work Group (TEOW) and Evidence Based Practices/ Practice Based Evidence (EBP/PBE) meetings and perform basic administrative functions to assist staff in running the program. This will include assistance to the Epidemiologist and External Evaluator in regard to Data Entry and Information Collection. The program assistant will also be responsible for calendaring the individual tribal programs for monitoring of evaluation and program progress. Daily attendance is an essential function of this position.

Principal Duties and Responsibilities:

1. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribe minutes of meetings.
2. Prepares vouchers, invoices, and other records for payment.
3. Reviews invoices for compliance to budget and 2 CFR 200 regulations as it relates to the SPF-PFS grant.
4. Monitors budgets and assists Program Director and Tribal site staff with modifications.
5. Assists Program Director with annual contract and budget preparation.
6. Compiles and prepares reports. Including formatting for formal epidemiological reports.
7. Composes, prepares, and files routine correspondence. Makes copies as appropriate.
8. Organizes and maintains filing system. Conducts daily filing.
9. Coordinates the Program Director's calendar, i.e., schedules meetings, arranges conference calls.
10. Arranges and coordinates travel schedules and reservations.

Additional Duties and Responsibilities:

1. Answers incoming telephone calls. Forwards calls as specified. Responds to callers' questions in a professional and prompt manner when appropriate.
2. Opens and distributes incoming mail, e-mail, and faxes. Locates and attaches appropriate file to correspondence to facilitate the response process.
3. Prepares outgoing mail and correspondence.
4. Orders and maintains office supplies. Arranges for office equipment maintenance as needed.
5. Engages in ongoing networking activities to remain current on the availability of services available to Native Americans.
6. Assures that all services are delivered in a culturally competent manner.
7. Participates on various committees both within and external to the organization as deemed necessary and appropriate to the position.
8. Attends all mandatory training sessions and meetings as scheduled.
9. Attends technical conferences, seminars, workshops and other education events to remain current on technological and informational advances.
10. Performs other duties as necessary to fulfill the responsibilities of this position.

Working Relationships and Scope:

Reports directly to the Program Director. Works closely with Great Lakes Inter-Tribal Epi Center (GLITEC) and External Evaluator. Occasional contact with other GLITC staff to obtain and provide information.

Performance Dimensions:

Supports mission of Great Lakes Inter-Tribal Council, Inc. Demonstrate a basic understanding of tribal customs, traditions, values, and beliefs. Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and development of good working relationships with others internal and external to the organization; honesty and integrity in the execution of all activities; customer satisfaction with services provided; maintain and comply with all GLITC policies and procedures; reliability in reporting to work regularly and on time; soundness of business decisions made; maintain the integrity of confidential business information and Tribal Data; stay current in field and utilize that information where practical. Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

Knowledge, Skills and Abilities:

Associate's degree in administrative/office support services or related field required or a combination of education and equivalent experience. Must be competent in fiscal management and budgeting.

Minimum of one year of experience in administrative assistant office support required. Basic computer skills required including word processing and spreadsheet software with the ability to create and manipulate data and images in both Word and Excel. Experience with a Native American Tribal organization and/or not-for-profit agency preferred. Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to follow routine instructions and be able to perform basic math (add, subtract, multiply, divide).

Equipment Operated:

Utilizes a PC/laptop and computer printer for word processing, spreadsheet, e-mail, Internet/Intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier and other general office equipment.

Working Conditions:

Work is performed mainly in an office environment with minimal exposure to injury. Position requires bending and lifting up to 15-20 pounds. Regularly scheduled work hours are normally Monday through Friday and will usually average 20 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns.

Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Director. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date