



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB TITLE:	Administrative Assistant		
PROGRAM:	Administration	FLSA STATUS:	Non-exempt
LOCATION:	Daybreak Star Cultural Center	WORK SCHEDULE:	Full Time (9-5pm)
REPORTS TO:	Administrative Coordinator	PAY RANGE:	\$11.04 per hour DOE

JOB SUMMARY: The Administrative Assistant performs a variety of administrative and clerical duties for the organization. This position will be stationed at the front desk at Daybreak Star and is the voice of United Indians of All Tribes Foundation. Administrative Assistant works closely and reports to the Administrative Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer phones in a friendly timely manner. Must have excellent phone etiquette at all times.
- Provides information by answering questions and requests.
- Update and maintain main line voicemail with current events.
- Update United Indians of All Tribes Foundation staff directory.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Keep supply room clean and organized.
- Print and maintain building art guides
- Maintain/Develop United Indians and community activities calendar.
- Communicate with technical staff to resolve telephone problems.
- Pick up and record incoming mail from post office in accordance of mail policies
- Distribute incoming mail
- Distribute incoming faxes
- Order lunch for staff/board meetings
- Update front table with current events within the programs at United Indians of All Tribes Foundation.
- HR assistance –file paperwork in employee files, job recruitment duties, set up interviews and other duties as assigned.
- Give tours of Daybreak Star facility to public
- In addition to the responsibilities identified above, may be required to perform other duties, as directed including administrative tasks, operational assignments, and/or community relations, taking minutes at meetings, help with annual Pow Wow, help with set up at staff meetings.

QUALIFICATIONS

Experience, Competencies and Education

- H.S. diploma and 2-3 years of experience

- Maintain a high level of integrity and confidentiality.
- Strong keyboarding skills and knowledge of Word and Excel
- Excellent administrative writing skills
- Pays great attention to detail in an office setting
- Background in Human Resources
- Excellent verbal communication
- Excellent Customer Service
- Excellent Attendance
- Must be detail oriented.
- Must pass a Washington State Patrol background check
- Must have Washington state drivers license and car insurance
- Personal or professional experience with Native American cultures, issues and politics desired.

JOB POSTING DATE: Internal 02/10/14

External: 2/13/14

CLOSING DATE: 02/18/14

APPLICATION PROCEDURE:

What needs to be SUBMITTED:

1. UNITED INDIANS APPLICATION FOR EMPLOYMENT
2. COVER LETTER
3. RESUME TO: jobs@unitedindians.org OR

Attention: Chrissy Harris, Administrative Coordinator
 United Indians of All Tribes Foundation
 Daybreak Star Indian Cultural Center
 PO Box 99100; Seattle, WA 98139
 Fax: (206) 282-3640

The United Indians Application for Employment can be obtained at Daybreak Star Indian Cultural Center (see Chrissy Harris) OR at http://unitedindians.org/involved_jobs.html.

Compensation: \$11.04 per hour DOE plus excellent benefits package

United Indians of All Tribes Foundation is an Equal Opportunity Employer