



Gwich'in Steering Committee

Vacancy Announcement Executive Assistant

Position Title: Executive Assistant
Salary: DOE
Date of Hire: Until filled
Location: Fairbanks, AK

Scope of Position and Summary:

Gwich'in Steering Committee (GSC) seeks an organized, creative, mature and dedicated individual to fill the position of Executive Assistant. The Executive Assistant is primarily responsible for providing administrative office support to the Executive Director and providing support to GSC by performing bookkeeping and travel.

This person will report to the Executive Director. This person will work as a member of a team with other staff, consultants/contractors and the Board of Directors as needed.

Our office is located in Fairbanks, Alaska. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent on available funding (including grants and other sources). Salary is commensurate with experience.

About the GSC:

The Gwich'in Steering Committee (GSC) is a tribal organization founded in 1988 by the Gwich'in people of Alaska and Canada. Its primary mission is to protect the Arctic National Wildlife Refuge (ANWR) from oil and gas development, particularly the coastal plain, which the Gwich'in refer to as "Izhik Gwats'an Gwandaii Goodlit" or "The Sacred Place Where Life Begins." This area is considered critical to the survival of the Porcupine Caribou Herd, which the Gwich'in people have depended on for food, culture, and tradition for thousands of years.

The GSC plays a vital role in advocacy, education, and coalition-building.

Responsibilities:

- Provide administrative support to Executive Director
- Scheduling/logistical coordinating meetings and events;
- Drafting agendas, meeting minutes, etc.
- Managing correspondence;
- Funding Tracking
- Making travel arrangements; using a travel tracking sheet and forms,
- Completing travel related expense reports;
- Assisting with special projects;

- Developing and maintaining filing systems, other than financial documentation;
- Develop and maintain an electronic offsite filing system, keep electronic filing system up to date for the board
- Maintain, monitor and distribute a centralized office “calendar of events”
- Maintain an office-wide inventory of supplies and order new supplies when needed
- Circulate inter-office material
- Prepare general memoranda, letters and other correspondence as requested
- Screen general incoming calls (route to appropriate person or take messages)
- Provide general information as requested by callers
- Set up conference calls when needed
- Keep fax machine, printers, scanner, and copier stocked with paper; troubleshoot technical problems with IT and arrange for repairs or service with outside vendor when needed
- Assist staff with large copy/fax/scanning jobs that can be done in-house
- Arrange for large copy jobs to be taken to an outside vendor when needed
- Assist with the collating and distribution of meeting/conference materials if needed
- Use the Internet for media and general research when needed
- Assist with the preparation and dissemination of information as needed
- Other duties as assigned

Qualifications:

- A B.A. or B.S. degree is preferred.
- Excellent computer skills, including Word, Excel, PowerPoint, Photoshop, Google Drive, Google Calendaring, etc
- Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Be a self-starter as well as able to work as a team member
- Trustworthy
- Excellent time management skills

Interested applicants may apply by sending a cover letter, resume, and list of three references to k.moreland@gwichinsteering.org