



Administrative Specialist

Department: Administration	Reports To: Executive Director	Status: Regular, Full-Time
Location: Nome	FLSA: Non-Exempt	Pay Range: 7, 8, 9

Purpose of Position

Under general supervision, provides administrative support to the Executive Director and Tribal Council in achieving objectives of Nome Eskimo Community.

Essential Functions

- Represents and supports NEC by providing reception support, welcoming visitors, reviewing and distributing correspondence, arranging corporate functions and answering questions.
- Work closely with the Executive Director by providing administrative support assist with duties related to programs directly managed by the Executive Director such as Federal Highways Administration, Tribal Transportation, etc. and with projects as needed.
- Assist the Tribal Enrollment Officer to distribute and process applications, complete enrollment verifications and prepare Tribal Identification.
- Provide support to the Tribal Council and NEC annual meetings that include producing and distribution of council meeting packets, transcribe minutes and other details for applicable meetings. Attend evening meetings or NEC functions as assigned.
- Maintain the Trigg Hall and conference room reservations as well as the administrative calendar for meetings, travel and events.
- Compiles travel information for administrative personnel and tribal council that includes registrations, hotel and vehicle reservations. Coordinates with Accounting on airline reservations and ensures council members receive travel itinerary and trip reports are submitted timely after travel.
- Establish and maintain local filing system and office procedures.
- Other duties as assigned.

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge and skills required for position:

- Knowledge of NEC programs and services
- Knowledge of multi-line telephone systems operation
- Knowledge of privacy laws and regulations
- Knowledge of filing procedures
- Skill in oral and written communication
- Skill in operating a computer
- Skill in maintaining and updating office and administrator schedules
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in working with the public

Minimum Qualifications

- **Education:** Associates Degree in Business or a related field is required. Applicable professional work experience may be substituted on a year for year basis for degree requirement.
- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver’s License and insurable by NEC’s Auto policy

Physical Requirements and Working Conditions:

- Work is conducted in a standard office environment.
- Must be able to lift at least 20 pounds
- May be required to work outside the traditional work schedule occasionally
- Travel is not required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.