



ASSOCIATION ON AMERICAN INDIAN AFFAIRS

Protecting Sovereignty ◦ Preserving Culture

Educating Youth ◦ Building Capacity

SINCE 1922

PROGRAM ASSISTANT

POSITION DESCRIPTION

The Association on American Indian Affairs is the oldest American Indian not-for-profit organization in the United States. It has a rich tradition of serving Native Nations, and their citizens all across Indian Country. The Association develops national policy as well as capacity building programs to protect Tribal sovereignty, preserve culture, educate youth and build capacity. The Association works at both the grassroots and national levels to seek solutions and policies that empower Tribal self-determination and sovereignty.

To apply for this position, please send a cover letter, including how you are the perfect fit for the organization, your salary requirements, and a resume to shannon.aiaa@indian-affairs.org on or before September 5, 2019.

Job purpose

The Association is looking for a mission-focused, seasoned, organized, strategic, and process-minded PROGRAM ASSISTANT with experience delivering measurable, cost-effective results that make the organization's vision a reality. This position provides operational, administrative and communications assistance to all of the Association's programs and events, including repatriation, sacred sites, Indian child welfare, juvenile justice, federal acknowledgment, scholarships, internships, fellowships, and summer camps and others.

This position is overseen by the Executive Director and will carry out the job duties in line with the organization's vision, mission and goals. The position requires reliability and excellent organizational skills to handle day-to-day program operations with a focus on efficiency and time management. The position provides operational, administrative and communication duties of a difficult nature involving considerable variety and complexity of assignments and requiring independent judgment in applying guidelines to work situations.

The organization requires an energetic professional who does not mind wearing multiple hats. This position will include advancement opportunities for the right candidate as well as benefits after a probationary period.

Duties and responsibilities

The duties listed are intended only as illustrative examples of the various types of work that may be performed as part of this position.

General Duties:

- Provides administrative support for all staff as needed.
- Responds to inquiries by telephone, emails and other written correspondence.
- Prioritizes work according to program needs; determines workflow problems and develops solutions.
- Receives, sorts, analyzes, and summarizes material for the preparation of reports and maintains data necessary for programs.
- Maintains program, financial and operational records in electronic and paper file management systems.
- Maintains donor data and contact information.
- Prepares advanced word processing, spreadsheet, and presentation documents as assigned including manuals, brochures, reports, budget documents, and PowerPoint presentations.
- Prepares and submits invoices, receipts, purchase orders, and other financial transactions.
- Assists in the development of program evaluation tools, techniques, and methods.
- Organizes regular program meetings and conference calls/video-conferences, often over different time zones, including the preparation and distribution of documents and providing the necessary technical devices.
- Provides public education information over the organization's social media and webpage.
- Coordinates the scholarship, internship and summer camp programs.
- Coordinates grant writing administration.
- Assists in the development and implementation of quality assurance/quality improvement measures for the organization.
- Regular attendance and punctuality is a requirement of this position.
- A professional and courteous manner and an ability to work harmoniously with other staff, Tribal governments, other organizations and the general public.
- Follow organization personnel and safety procedures.
- The position does not require the direct supervision of any staff, but will act as a resource person for students, interns, consultants and casual help as required.
- Accepts and performs other work as assigned.

Education & Experience

The successful candidate will have a High School diploma or equivalent plus additional specialized training in administration, office management, business or related field from an

accredited college; and 3 years of progressively responsible administrative experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

The organization will prefer candidates with experience working for a non-profit organization, and/or working with American Indian, Alaska Native, or other indigenous peoples. This is an organization driven by the values of its people, so employment experience in a “values-driven” organization is highly important.

Knowledge, Skills & Abilities

Knowledge of the organization, its vision, mission and goals as well as its programs, events and activities; thorough knowledge of general office practices and procedures; considerable knowledge of office record keeping and reporting practices and procedures; considerable knowledge of efficient utilization of office equipment including personal computer systems; thorough knowledge of business English, grammar, and composition; proficient with the MS Office Software programs including Outlook, Word, Excel and Power Point.

Skill in the operation of office equipment including photocopier machines and personal computers utilizing word processing and spreadsheets. Skill in taking and transcribing oral and written material.

Ability to interpret program policies and procedures; ability to independently plan, organize and carry out work assignments; ability to analyze and prepare fiscal, financial and statistical records and reports; ability to communicate effectively both orally and in writing; ability to maintain positive business relationships with other employees, agencies and with the public; ability to work with information that is both sensitive and confidential in nature; ability to review the work of others as assigned.

Knowledge of Indian Affairs policy, Indian Tribes and non-profits is preferred but not required.

Working conditions

This office is in Rockville, MD. Travel may be required to Washington, DC and other domestic and international locations. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The physical demands required for the position are representative of those that must be met in an office environment. This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected 100-year old organization. The Association is prepared to

offer a salary in line with experience, with certain benefits beginning after a probationary period.