Ombishkaa Program Assistant

Job Description

**POSITION DESCRIPTION**

To provide administrative and program support to the Ombishkaa lead and team.

**DUTIES AND RESPONSIBILITIES**

* Maintain confidentiality at all times including but not limited to; member information, staff professional and personal issues
* Act as a resource to assist others
* Duties may include tasks that require attention to detail and follow through
* Adapt to changing situations
* Analyze situations; evaluate solutions and present alternatives to staff
* Order supplies when necessary and within budget
* Assist in completing forms required for grant applications as needed
* Respond to email and phone messages in a timely manner
* Prepare and edit correspondence, communications, presentations and other documents as needed
* File and retrieve documents and reference materials
* Arrange and coordinate department meetings and interviews as needed
* Answer and manage incoming calls, emails and mail
* Interact with staff, members, visitors and leadership
* All other duties as assigned

**SKILLS/KNOWLEDGE/REQUIREMENTS**

* High school diploma or equivalent, Associates degree is an advantage
* 1 years’ administrative experience
* Excellent knowledge of Microsoft Office Suite especially Word, Excel and Outlook
* Must have time management and organizational skills, and follow through on projects
* Ability to maintain confidentiality and sensitivity
* Excellent communication skills; listening, verbal and written
* Work and communicate with a wide variety of people
* Consistently provide professional, positive and demeanor
* Ability to work on multiple projects simultaneously
* Good judgement, initiative, attention to detail and accuracy

Ombishkaa Program Assistant

Job Description page 2

**SKILLS/KNOWLEDGE/REQUIREMENTS continued**

* Must be able to work independently as well as under supervision High school diploma or equivalent, Associates degree is an advantage
* Minimum of 1-year administrative experience
* Excellent knowledge of Microsoft Office Suite, with focus on Word, Excel and Outlook
* Must have time management and organizational skills, and follow through on projects
* Ability to maintain confidentiality and sensitivity
* Excellent communication skills; listening, verbal and written
* Work and communicate with a wide variety of people
* Consistently provide professional, positive and demeanor
* Ability to work on multiple projects simultaneously
* Good judgement, initiative, attention to detail and accuracy
* Must be able to work independently as well as under supervision Demonstration of an understanding, appreciation and awareness of the Anishinaabe and Native American cultural, social and economic diversity within the community being served
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice

**BENEFITS**

* Employer paid health insurance
* Employer paid dental insurance
* Health Savings Account (HSA); employer contribution
* 10 days of Paid Time Off (PTO) per year
* Your birthday paid off and one paid floating holiday
* 403b retirement matching contribution following one year of full-time employment and 1000 worked hours
* Continued personal and professional growth
* Flexible schedules consistent with program needs
* Positive work environment that reflects traditional Anishinaabe teachings and family values

Starting Pay $20-22 per hour DOQ

**DISCLAIMER**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.*