



Gwichyaa Zhee Gwich'in Tribal Government

(Formerly known as the Native Village of Fort Yukon, IRA)

P.O. Box 126 3rd & Alder Road

Fort Yukon, AK 99740

Phone: (907) 662-2581 or 1-800-478-6839

Fax: (907) 662-2222 Website: www.fort yukon.org

POSITION OPENING

Title: Administrative Assistant

Job Description:

Under the direction of the Executive Director, the Administrative Assistant will perform a wide range of administrative and office support activities for the Executive Director and Tribal Council Members.

Responsibilities:

- Provide clerical support and administrative assistance to the Executive Director.
- Prepare documents including correspondence, reports, drafts, memos and emails
- Maintain calendar; schedule appointments and travel arrangements for Executive Director and Tribal Council Members.
- Maintain electronic and hard copy filing system; handle requests for information
- Record, transcribe and distribute minutes of meetings; maintain permanent records of meetings.
- Prepare monthly meeting packets and notices.
- Record, Transcribe, and maintain minutes of all tribal council meetings.
- Participate in annual meeting preparation
- Maintain confidentiality.
- Check request, purchase order, & ordering.
- Other duties as assigned by the Executive Director

Qualifications:

- High School Diploma or equivalency
- Minimum of three (3) year of administrative or secretarial experience
- Knowledge of clerical and administrative procedures and systems
- Knowledge of practices of basic office management
- Computer skills and knowledge of relevant software
- Able to operate standard office equipment
- Strong interpersonal and communication skills

Salary: DOE

Hours: 4 hours per day

Schedule: Monday – Friday

Post Date: March 8, 2023

Closes: OPEN UNTIL FILLED

Under the authority of PL 93-638, Indian preference shall be given to the applicant(s) who meet the minimum qualifications. As a federal contractor, GZGTG is required to show compliance with the Drug Free Workplace Act of 1988. GZGTG has initiated and maintains a Drug and Alcohol policy which includes a pre-employment screening and random testing periodically.

Download an application at www.fort yukon.org or submit completed application to the Education/Employment Department