Job Description

Job Title:  Executive Assistant to the Executive Director  
Department:  Office of the Executive Director  
Classification:  Regular, Full-time, Exempt  
Salary:  $56,432.00 - $73,356.00  
Location:  Portland, OR  
Closing Date:  March 31, 2020

Job Summary / Primary Responsibility:

The Executive Assistant (EA) plays a vital role to support the leadership and management duties of the Executive Director (ED). The EA is often a primary point of contact for internal and external constituencies which requires diplomacy in maintaining positive relations. The EA fulfills a variety of administrative, communication and logistical tasks such as managing calendars; coordinating materials requiring the ED’s attention; composing or reviewing correspondences; completing authorization and expense reports; arranging travel, itineraries and agendas. The EA supervises other members of Office of the ED’s (OED) administrative team and assures coordination and collaboration with the administrative staff in other departments. The position requires confidentiality when encountering sensitive issues involving negotiations, employee or legal matters.

Essential Job Functions:

- Performs administrative duties such as: routing information; maintaining calendars; initiating purchases and settlements; note taking; coordinating travel and meeting requests; screening visitors, mail, email and phone calls; reviewing and coordinating documents for signature; producing information by transcribing, editing, copying and transmitting.

- Serves as the ED’s trustworthy aide and confidential assistant by managing and safeguarding conversations, correspondences and documents that could impact the liability and reputation of the organization.

- Represents the organization and ED with diplomacy and often serves as the first point of contact.

- Supervises the administrative staff within OED.

- Assures coordination and collaboration with the administrative staff in other departments regarding communal administrative functions such as reception backup, meeting coordination, and other shared responsibilities.

- Manages inquiries and supports the ED in communication, coordination and collaboration internally and externally.

- Manages the ED’s calendar and conserves the ED’s time by efficiently planning and scheduling meetings, conferences, calls and travel; supports the ED by ensuring the calendar and timetable is adhered to.

Putting fish back in the rivers and protecting the watersheds where fish live
• Reviews correspondences and reports for accuracy, form and completion; prepares correspondences independently and through guidance of the ED.
• Develops and maintains a filing system for the OED; maintains records and locates documents; researches and compiles information as requested.
• Assists in preparing and monitoring the annual budget and strategic work plan; leads assigned strategic activities and projects as outlined in strategic work plans; oversees the administrative services budget; monitors and makes budget recommendations.

Job Requirements / Qualifications:

An Associates or Bachelor’s degree in business administration or other relevant discipline is required. A minimum of five years administrative experience is required plus two years supervisory experience or two years in a senior level administrative support position. Understanding of tribal governments and knowledge of natural resource issues is desirable.

Proven confidence to work independently, exercise good judgment in a variety of situations and be a problem solver. Must be able to communicate among varying perspectives in a respectful and diplomatic manner. Successful employee would have the organizational skills and temperament to help manage stress, balance multiple tasks, accept emerging priorities and give attention to details. Must be trusted to handle confidential matters with discretion.

Excellent communication and interpersonal relations skills are necessary to cultivate and maintain relations. A written/computer skills test will be conducted.

Supervision Received:

This position reports to the Executive Director.

Supervision Given:

This position supervises a full-time Receptionist and the Commission Recording Secretary plus an on-call Receptionist/Administrative Assistant. The position does not provide supervision to the administrative assistants in other departments but must assure coordination and collaboration of shared responsibilities.

Physical Working Conditions:

Work is primarily performed in an indoor office setting with extended periods at a computer. Physical effort is needed to move, lift and carry office equipment, supplies, files and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contacts and telephone usage. The nature of the work has frequent interruptions; contact with the public and staff requires strong communication skills. Employee may occasionally be required to work beyond normal working hours and to travel offsite, including overnight travel.

CRITFC Motor Vehicle Policy:

The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver’s license, or other operator’s license, as required by law; and be eligible for coverage under CRITFC’s Motor Vehicle insurance policy. Upon request, CRITFC’s Motor Vehicle policy is available to applicants to review the required criteria.
Application Procedures:

Under the authority of Section 7 of the Indian Self-Determination and Education Assistance Act, CRITFC shall give preference in employment matters to qualified enrolled members of the four CRITFC member tribes, then to qualified enrolled members of other federally recognized tribes. If CRITFC is unable to fill openings with such qualified tribal members, other qualified applicants will be considered.

Incomplete applications will NOT be considered. Complete applications include a cover letter, CV/resume, a completed job application with signature (electronic/typed signature acceptable) and contact information for at least three professional references. The job application form is available on our website https://www.critfc.org/critfc-employment-opportunities/ or by calling 503-238-0667.
Submit to:
Attn: Human Resources
700 NE Multnomah St., Suite 1200
Portland, OR 97232
Email: hr@critfc.org
Fax: 503-238-3571