

Inuit Circumpolar Council Alaska is seeking an **Office Assistant**. The position is located in Anchorage, Alaska and is a regular full-time, non-exempt position. Hourly rate is DOE.

### **GENERAL JOB FUNCTIONS:**

The Office Assistant will be responsible for a variety of administrative and project related tasks including the following:

- Provide general administrative, clerical and technical support to all staff as directed by the Executive Director
- Serve as the front desk receptionist, answering the phone and directing calls and taking messages
- Coordinate and arrange travel, including preparing travel requests and authorizations, purchasing airline tickets, booking hotel reservations, preparing per diem requests, preparing trip expense reports, and maintaining a travel log
- Prepare payroll and check requests on a biweekly basis
- Prepare and enter invoices in the accounting system
- Organize and maintain general, grant and vendor files
- Assist with preparation for various meetings including meetings of the Board of Directors and prepare draft meeting minutes
- Serve as the Assistant to the Chair responsible for a variety of tasks including:
  - Preparing for meetings and presentations by gathering and analyzing material and/or preparing background summaries, Briefing Notes, Concept Notes, etc.
  - Maintain appointment schedules and calendars
  - Support all meetings and conferences emanating from the office of the Chair including drafting of agendas, presentation creation/formatting, logistics and technology coordination
  - Review materials for completeness, accuracy, and format
  - Receive, screen and respond to communications received by the Chair's office and in particular, those with Executive Council members and membership organizations
  - Assist the Chair in maintenance of the internet presence of the Chair website space as well as social media
  - Exercise independent judgment to bring priority matters to the attention of the Chair, including items that are directly and specifically related to the implementation of the Utqiagvik Declaration mandates
  - Maintain discretion and confidentiality around sensitive communications and topics consistent with the policy of the ICC Alaska Office, Executive Council and other policies related to decision-making
  - Travel to Executive Council meetings with the Chair, draft meeting minutes and other tasks as directed by the Chair
- Other duties as assigned by the Executive Director or Chair.

### **EXPERIENCE REQUIREMENTS:**

- High School education or GED equivalent required.

- 5 years + experience working for an Inuit or Alaska Native organization preferred.
- Associates or Bachelor's degree preferred. Completed courses relating to accounting/bookkeeping, project planning/management, research methods, international law and policy, Alaska Native studies, political science, non-profit management and administration or other relevant courses preferred.
- General computer skills required, including familiarity with Microsoft Office (Word, Excel, Powerpoint, etc.) and Quickbooks
- General knowledge and experience of website management using Wordpress, social media sites and supporting programs required
- Experience in bookkeeping and maintaining financial records is preferred
- Experience in coordinating travel and meeting logistics is preferred
- Ability to communicate effectively, both orally and in written form required
- Experience in conducting independent research and preparing briefing notes preferred
- Ability to learn, work independently, organize and prioritize work required
- Experience with Inuit or Alaska Native non-profit organizations preferred
- US passport for international travel is required, as international travel is required

Please submit your resume and cover letter explaining your interest and qualifications in the position e-mail to [icc@iccalaska.org](mailto:icc@iccalaska.org), by fax to 907-274-3861 or by dropping it off at the ICC Alaska office at 3900 Arctic Blvd Suite 203, Anchorage, AK.

The closing date for recruitment is **June 26, 2019 at 5 p.m.**