



# Affiliated Tribes of Northwest Indians Economic Development Corporation

## Position Announcement

<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Location:</b>	ATNI-EDC Office in Portland, Oregon
<b>Wage:</b>	\$20 - \$22 per hour
<b>Posting Date:</b>	June 3, 2021
<b>Closing Date:</b>	June 21, 2021, or until filled
<b>Anticipated Start Date:</b>	July 1, 2021

### Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. In 2002, the board formed a subsidiary Community Development Financial Institution (CDFI) called Affiliated Tribes of Northwest Indians Financial Services (ATNI-FS).

### Position Overview

The Administrative Assistant will support the mission and vision of ATNI-EDC by assisting the Executive Director with clerical, HR (payroll, benefits and onboarding), light accounting, and marketing tasks. This position requires in-office attendance in a full-time capacity, with the possibility of flexible hours. The successful candidate is mission-driven, organized, and a self-starter. Position is required to work on-site (post-COVID 19 restrictions).

### Essential Duties

- ***Supports Executive Director with administrative tasks (filing, answering phones, scheduling meetings, client retention and follow up).***
- ***Maintains website and blog – update communications and events.***
- ***Supports in HR duties including bi-monthly payroll and benefit management.***
- ***Supports end-of-month accounting and reconciliation.***

### Generous Benefits Package

- ***4 weeks PTO***
- ***13 holidays***
- ***100% employer-paid medical insurance***
- ***401(k) match***

See Position Description for complete list of job duties and desired qualifications and experience.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.*

## To Apply:

Please send **completed application, cover letter** (1-page maximum), and **resume or CV**. Your cover letter should clearly explain how your skills, experience, and interests fit this position.

**By email:** Send to [info@atniedc.com](mailto:info@atniedc.com) with the subject line of "**Application for Administrative Assistant**" by end-of-business on the day of the application deadline listed above. It is preferable if you send your documents as a single pdf.

**By mail:** Send to: Amber Schulz-Oliver, ATNI-EDC, PO Box 66592, Portland Oregon 97290. Envelope must be postmarked *TWO DAYS PRIOR* to the application deadline listed above. If you are sending your application by mail, please inform us by email ([info@atniedc.com](mailto:info@atniedc.com)) or by phone (503.206.8754).

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.*

# Job Description

**Job Title:** Administrative Assistant  
**Reports To:** Executive Director  
**FLSA Status:** Non-exempt  
**Physical Strength:** Light (L)

**Prepared By:** Xenium  
**Prepared Date:** May 2021  
**Approved By:** Amber Schulz-Oliver  
**Approved Date:** June 2021

## SUMMARY

The Administrative Assistant will support the mission and vision of ATNI-EDC by assisting the Executive Director with clerical, HR (payroll, benefits and onboarding), light accounting, and marketing tasks. This position requires in-office attendance in a full-time capacity, with the possibility of flexible hours.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports Executive Director with administrative tasks (filing, answering phones, scheduling meetings, client retention and follow up).
2. Maintains website and blog – update communications and events.
3. Supports in HR duties including bi-monthly payroll and benefit management.
4. Supports end-of-month accounting and reconciliation.

## JOB DUTIES

- Supports with the monthly administrative responsibilities, including but not limited to: reconciliation of banking and accounting spreadsheets, logging loan checks into database, filing backup documentation, and invoice generation.
- Collects daily mail from post office and processes mail (scanning, filing, etc.).
- Establishes and maintains online jobs board.
- Maintains online presence which entails posting newsworthy content on our blog, reviews, and responds to comments on social media, and information posted on the website is up-to-date and accurate.
- Assists with the newsletter creation and production throughout the year.
- Works with outsourced HR company and benefits broker to assist with onboarding, creating or maintaining personnel files as needed.
- Works with outsourced payroll company to transmit information and assist with bi-monthly payroll.
- Works with outsourced accounting company to ensure income and expenses are coded correctly.
- Researches and helps apply for grant opportunities.
- Assists with supporting the Board of Directors by setting meetings, sending materials, and transcribing meeting minutes.
- Assists with special projects and events like ATNI Conventions, and the bi-annual Economic Development Summit.
- Works collaboratively and respectfully in a team environment with a spirit of cooperation, remaining calm and courteous under pressure.
- Creates and maintains email lists of clients, constituents, and stakeholders.
- Other duties as assigned.
- Maintains a tidy and orderly office environment.

## SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

# Job Description

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be a self-starter and demonstrate ability to work independently. Displays excellent written and verbal communication skills. General knowledge of Pacific Northwest based Tribes and a working understanding of governments, cultures, customs, and histories is desired.

## **EDUCATION and/or EXPERIENCE**

Associates degree and/or training or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses or registrations.

## **LANGUAGE SKILLS**

Ability to communicate (read and write) in the English language.

## **MATHEMATICAL SKILLS**

Basic math skills and has the ability to calculate figures.

## **COMPUTER SKILLS**

Must be adept at using Microsoft Office applications – excel, word, outlook. Has basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, download forms, and preserve/backup important data. Familiarity with Google GSuite preferred.

## **REASONING ABILITY**

Resourceful, with strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision and peripheral vision. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and taste or smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts (copy machine and printer). The noise level in the work environment is usually minimal.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

A. GENERAL INFORMATION			
Name:	Email Address:	Driver's License No. & State:	Date:
Previous Last Name Used:	Current Street Address:		
City:	State:	Zip:	Area Code & Home Phone Number: (    )
If not a resident at current address for 2 years, give previous address & phone number:		Lived There From:	To:
Are you a United States citizen or legally authorized to work in the United States? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> (Upon hiring, all persons must verify eligibility to be employed in the United States.)			
List states and counties of residence for the past <u>  </u> years:			
Do you have any relatives or friends working for this company? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, give name and department:</span>			
Have you ever worked for this company before? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, when and in what department/location?</span>			
In case of an emergency, who should we notify?	Name:	Address:	Phone Number: (    )
B. JOB INTEREST			
Position Applying For:			Referred By:
Type of employment desired (check one): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer			
Shift Preference:		Salary Required:	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how often?			
Date available to begin work:		Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. EDUCATION			
Name & Address of School Attended		Did you graduate?	List Diploma or Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
D. REFERENCES			
Please list two persons who know of your qualifications and work abilities (do not include relatives):			
Name:	Email Address:	Phone Number:	Relationship to Applicant:
		(    )	
		(    )	

**YOUR EMPLOYMENT HISTORY**

Please list below your Employment History beginning with your most recent employer. Account for all periods of time, including **part-time work, military service or unemployment**. May we contact your present employer for references?  Yes  No  
 If additional space is needed, please attach supplemental information.

**E. EMPLOYER NAME & ADDRESS**

				Department:	Supervisor:	Phone Number: ( )
From		To			<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

**F. EMPLOYER NAME & ADDRESS**

				Department:	Supervisor:	Phone Number: ( )
From		To			<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

**G. EMPLOYER NAME & ADDRESS**

				Department:	Supervisor:	Phone Number: ( )
From		To			<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

**H. EMPLOYER NAME & ADDRESS**

				Department:	Supervisor:	Phone Number: ( )
From		To			<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

**I. SPECIAL SKILLS & QUALIFICATIONS**

Please summarize special skills, qualifications, and civic, social or professional memberships:


**RELEASE AND CONSENT**

I understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the Employer, and further agree that my employment and compensation are at the will of the Employer and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Employer or myself. I understand and agree that these terms can only be modified in writing and signed by the President. No supervisor, representative, agent, or other employee of the Employer has now or has had in the past the authority to enter into any agreement for employment, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the Employer either written or oral, modify the above terms.

I understand and agree to take any physical examination and pre-employment test, including drug screening test. All such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to the Employer, its representatives or agents, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the Employer, as a result of them furnishing information to the Employer. I authorize the Employer, should they employ me, to release employment references if my employment becomes terminated for any reason. I also authorize the Employer to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

I understand this application will be active for employment consideration for 30 days. After 30 days, if I wish to be considered for employment, I must contact the Employer to determine if applications are being accepted.

I have read, understand and agree with this statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date