



Office Assistant Restoring Ancestral Winds, Inc.

Classification

Full-Time, Hourly, Non-Exempt

Salary

\$19.00 hourly rate/20-30 hours per week/\$29,640. Annual

Location

Sandy, Utah

Reports to: Executive Director

Mission Statement

Restoring Ancestral Winds, Inc.'s mission is to support healing in our indigenous communities. We will: advocate for healthy relationships; educate our communities on issues surrounding stalking, domestic, sexual, dating and family violence; collaborate with Great Basin community members and stakeholders; honor and strengthen traditional values of all our relations.

JOB DESCRIPTION

Position Summary

The OFFICE ASSISTANT is responsible for tasks involving office management, bookkeeping, grant management, and administrative communications, basic clerical support and answering administration phone calls. The ideal candidate is detail oriented, functions well in a fast-paced environment, is a team player and has a passion for the well-being and healing of Native American women and girls who are survivors of violence.

The OFFICE ASSISTANT under the direction of the Executive Director to ensure that services meet the mission, goals, values, and work plan of the organization. The position will assist the Executive Director with organization, keeping on schedule, and in all necessary daily tasks. This position also acts in a role of coordinating office supply purchasing, office machine upkeep, vendor management and some events coordination. The Office Assistant will be highly organized, personable, and proficient in using Microsoft Office applications. The position requires exceptional verbal, written, communication and presentation skills and deals with a diverse group of important contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, and recommend changes in office practices or procedures.

Specific Job Requirements

Administrative:

- Manage and assist with Executive Director's daily activities, calendar and travel schedule, to include managing multiple schedules, last minutes changes, organizing meetings, expense report management, needed approvals, etc.
- Establish, develop, maintain and update record keeping, bookkeeping and filing systems.
- Oversee building and equipment maintenance, to include vendor set-up and management.
- Ordering and managing office supplies and maintaining a strict budget.

- Maintain external customer confidence and protect organization by keeping information confidential.
- Draft written responses or replies by phone or email when necessary, respond to regularly occurring requests for information.
- Ensure work activities compliant with all federal, tribal, and state requirements.

Bookkeeping:

- Handles all aspects of accounts payables (A/P); entering approved payables, processing checks and mail accordingly.
- Verifies and compiles deposits and enters accordingly after taking deposits to the bank.
- Files invoices with processed checks to maintain an orderly accounting filing system.
- Perform other job-duties as assigned.

Other Requirements

- Display integrity and professionalism by adhering to Utah Nonprofit Association Standard of Ethics and other appropriate compliance.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- The successful candidate must pass a pre-employment background check investigation (BCI) and drug screening.
- The salary for this position is based on year-to-year federal grant funding.

Competencies

- Organizational skills; highly skilled in documentation.
- Attentive to details.
- Ability to function either independently or as an active team member.
- Outstanding communication skills, both oral and written.
- Manage sensitive and confidential information with integrity.
- Ability to work with Microsoft Word, Excel, Power Point, and Outlook.
- Follow written and oral instructions effectively.
- Must be culturally sensitive and work effectively with the Native American populations.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, talk, stand or hear. The employee frequently is required to sit for extended periods; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work

This is a part-time position. General work hours from 8am-12pm. A minimum of flexibility in hours is allowed, but the employee must be available to work 20 hours each week to maintain part-time status.

Travel

This position may require a minimum of travel.

Required Education and Experience

1. High School Diploma or equivalent; at least 3 years of experience directly related to the duties and responsibilities specified.
2. Must have a valid Utah Driver's License and a good driving record.
3. Proficiency in Microsoft Outlook.
4. Must have completed or plan to complete the Core Advocacy Training (through Utah Domestic Violence Coalition) and 40-hour Sexual Violence Advocacy Training (through Utah Coalition Against Sexual Violence.)

Preferred Education and Experience

1. Experience working in diverse communities, particularly with Native American populations.

Restoring Ancestral Winds, Inc. is an equal opportunity employer.

Contact:

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