



Job Title: Executive Secretary
Department: Natural Resources
Reports to: Natural Resources Director
FLSA Status: Non-Exempt – Full Time, contingent on continued grant funding
Salary Grade: \$17.14 - \$25.71

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Natural Resources Director, the Executive Secretary will: provide administrative support to the Natural Resources team and assist in the development and implementation of the Coquille River Salmon Project (CRSP). Coordinate and schedule volunteers to assist in Natural Resources work and events throughout the Tribal Government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Natural Resources Department, specifically the Fisheries team working on the Coquille River Salmon Project (CRISP).
2. Coordinate communication and scheduling of volunteers for Natural Resource projects. Assist Tribal Event and Travel coordinator with volunteer coordination for all Tribal events, as needed.
3. Produce, draft and finalize documents, correspondence, reports, flyers, etc. for the Natural Resources Department.
4. Create and maintain an electronic filing system for all documents related to the Coquille River Salmon Project.
5. Manage and review payment for monthly invoices.
6. Prepare and deliver Natural Resources Department inter-office mail. Drop-off, and pickup metered mail and process postage machine and maintain its supplies.
7. Proof and edit documents created by the Fisheries team and other Natural Resources staff as directed.
8. Coordinate Outlook calendar schedules and coordinate meeting arrangements, staff notes, and committee meetings.
9. Assist with making travel arrangements for the Natural Resources Department staff using established CIT process.
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11. Provide support to field staff in processing and documenting field data from aquatic surveys, etc.
12. Performs other duties that are pertinent to the function, authority, and responsibility of the position as assigned. May require occasional work in variable weather conditions; variable and flexible schedules that may include work during any day of the week.

The above statements reflect the general duties considered necessary to perform the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Demonstrated effectiveness in the ability to manage multiple work assignments, projects, priorities, & issues, often under strict deadlines with short turn-around times.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Advanced Working knowledge and experience with Windows 10, Microsoft Office 365. Proficiency with Word, Excel, and PowerPoint.
7. Proficiency in proofing, editing, and writing memos and reports.
8. Strong organization and prioritization skills.
9. Ability to utilize technology tools for team meetings and day to day communications.

REQUIRED QUALIFICATIONS

- A. Associate degree in a related field required with a minimum of 3 years of secretarial experience OR an equivalent combination of education and experience preferred.
- B. Extensive professional experience with Microsoft Office products and Adobe Acrobat required.
- C. Experience with and Publisher preferred.
- D. Experience in providing administrative support related to forest, fisheries, environmental and natural resource management preferred.
- E. Knowledge of budgets and grants preferred.
- F. Experience working with Tribal, local, state and other federal governments preferred.
- G. Experience making travel arrangements and event coordination preferred.
- H. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier required.