

COQUILLE INDIAN TRIBE

Job Title: Executive Assistant
Department: Project Management and Planning Office
Reports to: Assistant Executive Director, Project Management and Planning
FLSA Status: Non-Exempt, Full-time
Salary Grade: \$23.71 – \$38.53
Location: Coos Bay/North Bend

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.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the AED, Project Management and Planning, the Executive Assistant will be responsible for supporting the Project Management and Planning Office and IT Department in all aspects of project management and administrative functions. The Executive Assistant will coordinate the various tasks involved in the implementation of a project, like budgeting, scheduling, organizing, record-keeping, and handling information flow from the project manager to project team members and other stakeholders. The Executive Assistant will be heavily involved in supporting all phases of project management, conception and initiation, project planning, project execution, performance/monitoring, and project close out.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support services at the direction of the Assistant Executive Director (AED) for the Project Management and Planning team, including the IT Director and others. Support to include coordination of communications, drafting general correspondence, scheduling, recording meetings, maintaining files, equipment, and documents.
2. Assist the AED and members of the Project Management, Planning Team, and IT department to arrange and maintain meeting schedules, travel requirements and associated arrangements. Ensure that expense/travel claims are prepared and accounted for in compliance with current policies and procedures.
3. Create and manage purchase orders, order management, equipment receiving, invoice and financial reconciliation, internal review documents, and other office support duties.
4. Manage scheduling as well as draft, review, respond to phone calls, and communicate messages on behalf of the AED and IT director.
5. Organize, prepare, attend, participate, and document meetings.
6. Prioritize emails and respond when necessary.
7. Maintain various records and documents for PMO & IT department.
8. Organize reports, invoices, contracts, and other financial files for easy access.
9. Document and follow up on important actions and decisions from meetings.
10. Attend Tribal Council meetings, as directed and support the AED with agendas, minutes, resolutions, ordinances, correspondence.
11. Participate in project design, scoping, and propose improvements if necessary.
12. Assist with identifying and managing project scope, goals, needs, changes, schedule, costs and approach.
13. Monitor the daily progress of projects, ensuring project deadlines are met by maintaining tracking documents and scheduling tasks and deadlines in appropriate calendars.
14. Maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.

15. Track and measure project performance and milestone achievements using appropriate project management tools by documenting each step of the process.
16. Provide detailed project updates on a consistent basis to project managers and other stakeholders.
17. Report project risks and outcomes to appropriate management channels and escalate issues according to project work plan.
18. Foster effective communication between project team members and with external resources.
19. Organize special projects and related events such as public meetings, special work sessions, luncheons, and dinner meetings. Coordinates meetings and conferences including telephone and video conference.
20. Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored.
21. Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
22. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe 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 sitting for extended periods, raising or lowering objects, and requires lifting up to 30 pounds on a regular basis. 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. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

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 with strengths in team building, and cooperative and creative problem solving.
2. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
3. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
4. Ability to work independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
5. 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.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
8. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
9. Ability to proofread documents and working knowledge of technical report writing.
10. Ability to work with mathematical concepts such as basic arithmetic.

11. Working knowledge of accounting principles.
12. Working knowledge of paperless record retention system.
13. Excellent computer literacy, including a strong working knowledge of Office 365

REQUIRED QUALIFICATIONS

- A. Associates Degree in Business or in a related field and five years administrative support experience. A combination of formal education, training and related work experience will be considered.
- B. Excellent working knowledge of Microsoft 365 Applications required.
- C. Exceptional writing, editing, and proofreading skills.
- D. Must have proven track record as a team player.
- E. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
- F. Technical report writing skill is desired.
- G. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.