



Job Title: Senior Executive Assistant, Health and Wellness
Department: Administration
Reports to: Health and Wellness CEO
FLSA Status: Non-Exempt
Hiring Range: \$32.17 - \$38.61
Location: Coos Bay, Oregon

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 Health and Wellness CEO, the Senior Executive Assistant is responsible for supporting the Health and Wellness Division (HWD) Executive Leadership team in the planning, development, and implementation of programs under the Health and Wellness Division. This role requires contributing to a variety of wellness programs

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support services under the direction of the Health and Wellness CEO for the Health and Wellness Executive team (CEO and COO).
2. Coordinates communications for the Health & Wellness Division, including drafting general correspondence; scheduling and participating in meetings; preparing agendas, minutes, and supporting materials; and maintaining files and records for the CEO, COO, and Leadership Team
3. Assists the Health and Wellness CEO, COO, and members of the Executive Leadership Team to arrange and maintain meeting schedules, travel requirements, and associated event and activity logistics. Anticipates and tracks critical dates, events, and associated action items; follows up with appropriate parties on behalf of the Executive Board of Directors, CEO and COO to ensure that deadlines are met by maintaining tracking documents and scheduling tasks and deadlines in appropriate calendars.
4. Provide administrative support to the Health & Wellness Division Executive Board of Directors (EBOD), including coordinating agenda development, collecting and organizing supporting documents and reports, distributing meeting materials in a timely manner, scheduling meetings, preparing and maintaining meeting minutes, and securely filing board documents in a location that is readily accessible to the EBOD and Leadership Team.
5. Organize HWD special projects and EBOD events such as retreats, conferences, Tribal Council workshops, and presentations.
6. Track and approve delegated expenses for various KWC projects and programs.
7. Support the development of promotional materials to encourage community participation and promote buy-in for Health and Wellness plans and projects.
8. Provide administrative support for communication and collaboration across KWC departments by coordinating meetings, workshops, training sessions, and delegated tasks.
9. Support the implementation policies and procedures and ensure KWC programs observe best practices and integrated service models.
10. Utilize online strategic management and performance management platforms to monitor program goals, track performance measures, maintain data, and prepare reports

11. Coordinate program logistics from point of conception thorough implementation with ongoing monitoring to identify needs, provide support, and manage details to ensure services align with the organization's mission. Communicate identified challenges expeditiously to the HWD CEO or COO for solution finding.
12. Support the coordination of content for the KWC website, My Tribe portal, and social media, including Facebook.
13. Understanding of Coquille Indian Tribe's fiscal ordinances and budget process to assist with resource allocation, procurement, contracting, and ordering inventory for programs and services.
14. Monitoring program progress and effectiveness and preparing progress reports and presentations to assist the Quality Improvement Coordinator.
15. Supervise the KWC Administrative Assistant team and any other positions as determined appropriate by the Health and Wellness CEO and COO
16. 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 the detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate verbally, 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. Work is generally performed in an office setting. 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 be able to perform the physical requirements of the position, with or without reasonable accommodation, in a safe, efficient, and accurate manner that does not pose a significant risk to the health or safety of themselves or others.

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 position as described, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent verbal and written communication skills with strengths in team building, and cooperative problem solving. 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. Ability to make decisions independently within established policies and procedures while recognizing when to seek guidance or direction.
4. Ability to develop written communications and presentations; ability to proofread documents and must have a working knowledge of technical report writing and contracting
5. Understanding of HIPAA (the Health Insurance Portability and Accountability Act) and 42-CFR Part 2 (Confidentiality of Substance Use Disorder Patient Records).
6. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
7. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
8. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.

9. Ability to work independently and collaboratively in groups when needed
10. Must show initiative and take ownership of projects and assignments to achieve positive results.
11. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
12. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information and communications.
13. Working knowledge of paperless record retention system.
14. Ability to negotiate and monitor contracts for services in accordance with The Tribe's Fiscal Ordinance.
15. Ability to organize and maintain computerized and non-computerized filing and retrieval systems.
16. Ability to work cooperatively and develop strong working relationships with other departments, staff, and external organizations to accomplish assigned tasks.
17. Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
18. Be computer literate. Exhibit an expert level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
19. Demonstrated experience in coordinating activities and events
20. Firm understanding of procedures that increase efficiency and promote continuous improvement.

QUALIFICATIONS

1. Bachelor's Degree in a Health or Business-related field
2. Five years of administrative support and 2 years supporting a high level executive directly is required.
3. A minimum of 2 years of supervisory experience is required.
4. Experience providing administrative support in a health, social services, Tribal, or public sector environment preferred.
5. Basic understanding of accounting systems, internal controls and budgeting required
6. Advanced proficiency in Microsoft Office 365 software suite is required, including Word, Excel, Publisher, SharePoint, Microsoft TEAMS and PowerPoint required.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
8. Strong written communication skills, including the ability to draft, edit, and prepare professional correspondence, reports, policies, procedures, meeting materials, and executive communications.
9. Excellent proofreading and editing skills, with the ability to review documents for accuracy, grammar, formatting, consistency, and completeness.
10. Two years minimum experience creating presentations, briefing materials, and reports for executive leadership, committees, and other stakeholders.
11. Strong records management, organizational, and prioritization skills including the ability to manage multiple projects and shifting projects effectively.
12. Demonstrated professionalism, integrity, and ability to exercise tact, discretion, and sound judgment when interacting with executives, staff, and external partners.
13. Project management experience is required.
14. Ability to occasionally travel out of town for meetings, trainings, or other duties as assigned.
15. Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.
16. Demonstrated ability to maintain confidentiality and handle sensitive information appropriately
17. Demonstrated ability to adapt to changing technologies and workflows in a dynamic environment.
18. Demonstrated ability to work collaboratively and effectively within departments and teams in the organization.
19. Knowledge of Indian Health Service (IHS), Bureau of Indian Affairs (BIA), Tribal health systems, or Tribal government programs preferred.