



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Description

Job Title: Executive Assistant

Salary: \$22.84 - \$35.50 – Non-Exempt – D.O.E.

Status: Probationary/Permanent, Full-Time

Hrs./WK: Forty (40)

Department: Administration

Job Location: Tucson, Arizona

Nature of Work

- Support the Executive Director and provide additional support to Executive Team and Board Members, as directed, to ensure that company goals and objectives are accomplished and that operations run efficiently.
- Maintain and refine internal processes that support the Executive Director and Department Directors as needed, and coordinate internal and external resources to expedite workflows.
- Manage internal and external communication by receiving, evaluating, and forwarding emails and phone calls as necessary.
- Plan and orchestrate work to ensure the Executive Director's priorities are met, organizational goals are achieved, and best practices are upheld.

Responsibilities

- Manage professional and personal scheduling for Executive Director, including agendas, mail, email, phone calls, client management, and other company logistics.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to Executive Director and Department Directors as needed.
- Manage Executive Director's travel logistics and activities, including accommodations, transportation, and meals.
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database.
- Maintain professionalism and strict confidentiality with all materials.
- Organize, Prepare, and Distribute team communications as directed.
- To coordinate all aspects of Quarterly Board Meetings, Site Visits, and Facility Development Events.



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Required skills and qualifications

- Five or more years of experience in an administrative role reporting directly to executive management.
- Excellent written and verbal communication skills to include proofreading and editing skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Excellent computer skills to include the use of Microsoft Office Suite and the ability to create and schedule virtual meetings.
- Ability to maintain confidentiality of information related to the company and its employees.
- Flexible team player, willing to adapt to changes and unafraid of challenges.

Preferred skills and qualifications

- Associate and Bachelor's Degree a plus.
- Experience working directly with executive leadership, boards, donors, or in fundraising/stewardship roles; past work in meeting/event planning and/or volunteer management a plus.
- Experience in working with bilingual communities and urban Native American community organizations.
- The ability to understand and work with organizational budgets.
- A strong comfort level dealing with Local, State, and Federal Agencies, particularly those agencies pertaining to Native American policies.

Additional Requirements

- Must possess or be able to obtain a valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass Arizona DPS Fingerprinting Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Supervisory Status

- Non-supervisory
- Works under the direct supervision of the Executive Director



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Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Additional consideration is also given to honorably discharged veterans and protected veterans.

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service*
- *Recently separated veterans (3 years following separation from service)*
 - *All discharges besides dishonorable may receive protected veteran status.*