



# 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](http://www.ticenter.org)

**Job Title:** Administrative Assistant

**Salary:** \$28.87 - \$33.29 per hour – Non-exempt DOE

**Status:** Temporary/ Part-time

**Hrs. /WK:** Twenty (20) hours per week

**Department:** Wellness

**Job Location:** Tucson, Arizona

## **Nature of Work:**

Responsible for administrative support to the Wellness Director and department with office management responsibilities to include vendor contract assessments and tracking, clerical support and reports, and assisting with the submission of check/credit card requests and/or opportunities. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Responsible for clerical duties (copying, filing, emailing, phone calls, scheduling, meeting minutes, virtual meeting setup, event logistics, and making travel arrangements, etc.).

## **Essential Functions:**

1. Provides administrative support to the Wellness Director and department staff, with special emphasis on completing Wellness Care Package item ordering and mailouts.
2. Works with Wellness Case Managers to ensure required client documents are scanned into the Electronic Health Records (EHR) system.
3. Distributes weekly and monthly reports, as needed, to the Wellness Director and Wellness Department staff.
4. Coordinates all department vendor contracts, including drafting contracts, tracking vendor contract expenditures, completing competitive bidding for contracts where required and creating contract templates. Assesses and negotiates proposed vendor contracts and provides recommendations to Wellness Director.
5. Completes check/credit card/purchase order requests as needed.
6. Create flow charts and diagrams, as needed, to illustrate steps/process with reports and other documents. Assists with review of administrative procedures and development of operational systems. Keeps and maintains department forms and templates.
7. Schedules and coordinates logistics of meetings and events.
8. Reads and answers correspondence.
9. Assists with outreach activities, including event set-up/break-down, flyer creation and distribution, mailings, social media postings, and email blasts.
10. Files and retrieves documents, records, and reports.
11. Performs clerical tasks, such as copying, filing, emailing, data entry, and compiling records and reports.
12. Performs other duties as assigned.



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## **Required Knowledge, Skill and Ability:**

- Skills in excellent customer service, including professional and courteous communication
- Proficient in using Microsoft Office Suite
- Ability to maintain confidentiality
- Ability to utilize all office equipment and electronic communication devices
- Ability to function in a proactive manner and with limited supervision.
- Excellent verbal and written communication skills
- Time management and ability to meet deadlines
- Interpersonal skills
- Problem solving

## **Required Experience and Training:**

1. Bachelor's Degree in health, human services, or business fields, such as public health, social work, education, or business;  
OR
2. Associate's Degree in health, human services, or business fields, and a minimum of (2) years of administrative support/clerical work experience and/or data entry work experience in a professional office environment;  
OR
3. High school diploma or GED certificate with minimum combination of four (4) years of administrative support/clerical work experience and/or data entry work experience in a professional office environment.

## **Additional Requirements:**

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

## **Working Conditions:**

- Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements.
- Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.



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- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Supervisory Status:**

Non-Supervisory

Reports to Wellness Grants & Services Manager

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.*