



NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

POSITION VACANCY – ADMINISTRATIVE ASSISTANT

The Native American Fish and Wildlife Society is seeking qualified applicants to fill a vacant Administrative Assistant position. Please contact Julie Thorstenson, PhD at JThor@nafws.org for questions about this announcement.

Position: Administrative Assistant
Employer: Native American Fish and Wildlife Society
Location: Northglenn, CO (NAFWS National Office)
Salary: Range \$19 - \$22 per hour
Posted: January 10, 2023
Closes: Open until filled
Degree: Bachelors preferred
Experience: Administrative support, Microsoft office proficient, communications
Major Duties: See link for full announcement
Applications: To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Julie Thorstenson at JThor@nafws.org

INTRODUCTION

The Administrative Assistant of the Native American Fish and Wildlife Society (NAFWS) will serve under the guidance and supervision of the Executive Director. The Administrative Assistant is responsible for ensuring the day-to-day administrative functions of the NAFWS and that they are handled efficiently, and in accordance with NAFWS business. The incumbent provides administrative responsibilities for the operation of a smooth, efficient, and effective service routinely by identifying problems and implementing solutions at the National Office. The position involves dealing with individuals from diverse backgrounds. Must be able to work with minimal instruction or supervision and be productive to meet the demands of an efficient administrative service operation for NAFWS.

The administrative assistant will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics, and other regulations, policies, and procedures.

The administrative assistant will be involved in office situations that could be complex and sensitive and is expected to always conduct themselves in a professional manner, and to seek guidance and direction on issues from the Executive Director.

WORK ENVIRONMENT

The Administrative Assistant will be housed at the NAFWS National Office in Northglenn, Colorado. Most of the work time will be spent at the National Office and includes standard demands associated with an office setting with a variety of individual personalities, under high pressure with frequent disruptions while providing high level administrative duties, general office operations, and support services. Minimal lifting of office equipment, postage, supplies and other work office items may be required. A minimum of 20 pounds may be required to be lifted during conference preparation, postage shipping and package receipt.

The continuous changes in the organization will require continuous training to meet the demands and perform duties that frequently require skills of long-term service and development within the development of the organization. Periodic travel is required to perform needs through attending conferences, workshops, and/or classes per NAFWS objectives.

PERSONAL CONTACTS

Internal contact with NAFWS membership, staff and Board of Directors occurs on a regular basis. Other contacts with various Tribal, Federal, and State agencies will be on a frequent basis.

DUTIES

Primary duties include:

- Answering and directing phone calls at the National Office.
- Maintain inventory of office equipment and supplies at National Office, purchasing items as needed.
- Maintain current up-to-date information for NAFWS, including the inputting of data into established databases.
- Schedule and coordinate staff huddles and monthly meetings as directed.
- Assist with conference and training planning in regard to venue and food planning for trainings, workshops, and the National Conference.
- Ensure staff follows the National Conference manual and timelines during planning processes.
- Take notes during meetings and transcribe memo, minutes, reports and other correspondences.
- Aids in purchasing of equipment, supplies, etc adhering to NAFWS Financial Manual
- Provide edits and feedback for reports, press releases, articles, and announcements.
- Assist the Education Coordinator to arrange flight and travel for National SYP students and staff.
- Assists with the flight, travel and lodging for Board of Directors and NAFWS staff for Board meetings, conferences, and other work trips.
- Aid in recordkeeping of data from National and Regional Conferences through input of databases and routine filing of documents and/or reports.
- Work with the MPI Partners with Grant and Funding Management.
- Digitize documents and paperwork as needed. General filing.
- Perform other related duties as assigned by the Executive Director.

FACTORS

- Bachelor's of Science degree preferred

- Minimum of two (2) years of experience in an occupation related to the position. Appropriate education can be substituted on a year-for-year basis.
- Experience working in administrative capacity where attention to detail and ability to follow through on work essential to duties.
- Ability to take direction using independent judgment to accomplish tasks to meet deadlines.
- Must be able to work with a minimum of supervision.
- Must have excellent communication and organizational skills.
- Ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
- Proficient in Microsoft Office software; including Word, Excel, PowerPoint and Publisher and operation of office machinery and equipment.
- Ability to maintain an effective working relationship with co-workers, members, member Tribes and visitors.
- Prompt time management skills that include ability to prioritize, multi-task, and evaluate satisfaction.
- Knowledge of principles and processes for providing satisfactory client and personnel services.

SUPERVISION

- The applicant is under the direct supervision of the Executive Director.

COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the NAFWS.
- Applicant must be able to work effectively with the NAFWS membership and assist them with issues or concerns.
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of the U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.

APPLICATION

Closing Date: Open Until Filled

To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Julie Thorstenson, PH.D. at JThor@nafws.org.

NAFWS is a Equal Opportunity Employer. Employment opportunities at NAFWS are based upon one's qualifications and capabilities to perform the essential functions of a particular job. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, disability, genetic information, and any other characteristic protected by law.