## BASIC INFORMATION

<table>
<thead>
<tr>
<th>Job Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Provisional Period</td>
<td>90 days</td>
</tr>
<tr>
<td>Job Title</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Location</td>
<td>Sault Ste. Marie, MI</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Grant Funded</td>
</tr>
<tr>
<td>Department</td>
<td>Administration</td>
</tr>
<tr>
<td>Position Type</td>
<td>Full-time, Hourly</td>
</tr>
<tr>
<td>Reports to</td>
<td>Chief Financial Officer, CFO</td>
</tr>
<tr>
<td>Supervises</td>
<td>None</td>
</tr>
<tr>
<td>Shift</td>
<td>Day</td>
</tr>
<tr>
<td>Salary/Hourly Rate</td>
<td>$18 to $22 hour</td>
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## GENERAL POSITION PURPOSE STATEMENT

StrongHearts Native Helpline is a safe, culturally-appropriate domestic, dating and sexual violence helpline for American Indians and Alaska Natives

The Administrative Assistant is supervised by the Chief Financial Officer and works closely with the StrongHearts Leadership Team, as well as the NIWRC Director of Business Services. The Administrative Assistant will serve as a support to the CFO, Director, Leadership team, and staff as necessary. This position is responsible for processing invoices and payments, maintaining human resource files and required paperwork and coordinating travel logistics. This position requires a high level of independence, organization skills and attention to detail.

The Administrative Assistant is scheduled for a 40-hour week; however, job duties may occasionally require work outside regularly scheduled hours.
ESSENTIAL RESPONSIBILITIES AND DUTIES

- Prepare invoices, vouchers, expense reports and check requests.
- Prepare batch check runs, wire transfers and ACH transactions.
- File and maintain accounting documents, records and reports.
- Provide administrative support to professional staff, including finance staff.
- Assist in overall office administration and maintenance, including answering the phone and maintaining common areas as necessary.
- Comply with all federal, state and local legal/financial requirements, and organizational internal controls to maintain financial accountability.

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- An Associates degree in business, accounting, customer service or equivalent work experience.
- Excellent computer skills, including Google Suite, Microsoft Word and Excel.
- Demonstrated ability to learn program-specific software.
- Strong verbal and written communication and phone skills.
- Strong time management skills with a demonstrated ability to work quickly and independently.
- Ability to think creatively and problem-solve to assist a new and growing program.
- Significant experience working with and in American Indian/Alaska Native communities.
- A consistent positive solution-oriented response that includes communicating about challenges to the appropriate person in a constructive and productive manner.

OTHER REQUIREMENTS AND WORK CONDITIONS

- Ability to work as a team member, providing support and constructive feedback in interpersonal interaction.
- Demonstrates initiative and the ability to be flexible and creative.
- Ability to work with people from a variety of backgrounds and experiences.
- Intentionally and actively fostering positive working relationships and organizational culture.
- Previous experience in an administrative position.
- Deeply rooted in Indigenous thought and culture and informed by high-quality research and approaches.
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Ability to read, write and converse in English.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations, including responses to complaints, difficult requests from programs and individuals in crisis, and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.
• Works in a normal office environment with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.