EXECUTIVE ASSISTANT
First Alaskans Institute, Anchorage (Office/Hybrid)

Reports to: President/CEO
FTE / Wage: 1.0 Regular Full-Time Equivalent / $27-$31 ($56,160-$64,480), While new hires typically do not begin at the highest salary range, the exact compensation will be based on relevant experience.
FSLA Designation: Non-Exempt

Core Purpose of this Role
The work of First Alaskans Institute (FAI) for our Native community is rich and varied. We embrace the honor of uplifting and growing the leadership advocacy of our peoples to advance our ways of life. The Executive Assistant position plays a critical role in providing executive level support to the President/CEO, the Board of Trustees and the leadership team. This position is anchored in Indigenous Operations - the heartbeat of our efforts – to support the administrative processes throughout FAI endeavors and assist with keeping the executive functions of FAI running smoothly so we can do the work of our peoples and advance our vision, mission, and values of FAI in an Indigenized team environment.

This position is an excellent role for an individual who is proactive, enjoys offering executive-level administrative support, has strong organizational skills and keen attention to detail, enjoys representing the organization as a primary point of contact for the President/CEO, and wants to contribute meaningfully to a team focused on advancing our Native community.

All FAI staff members are expected to grow their understanding of and advocacy for our Native peoples, including addressing social justice issues that face our communities, intergenerational trauma and healing, and uplift our relationships, cultures, and languages. It is imperative that candidates be aware of and willing to do their own personal work in this area in order to ensure their work for FAI is culturally and professionally grounded.

We look to all members of our team for positive and professional attitudes, as well as a strong work ethic that exemplifies the high expectations of our Native values. Essential to our team approach is finding members who are the right fit and bring the flexibility, capacity, passion, and experience necessary to contribute to the work we are honored to do for our Native community.

Duties and Responsibilities
• Provides high-level administrative support and serves as point of contact for the President/CEO, proactively manages calendar and scheduling;
• Supports the Board of Trustees, keeps the Board Document Portal up to date, makes travel arrangements, prepares and assembles Board meeting packets, transcribes meeting minutes and arranges meeting logistics;
• Assists in preparing the President/CEO for meetings, conferences, board/commission work, project sessions as well as other ongoing or emergent opportunities;
• Assists with travel arrangements for the President/CEO, tracks staff work travel and personal leave, birthdays, anniversaries, holidays, and deadlines of importance to the President/CEO;
• Works collaboratively and creatively with all other staff to achieve the responsibilities of this position and to contribute to the overall work of First Alaskans, participating in all-hands on deck events, retreats, fundraisers, conferences and other FAI engagements;
• Maintains regular communication with the President/CEO, as well as other leadership team members, to achieve the goals of the organization and this position, and coordinates leadership team meetings as needed;
• Performs administrative tasks including drafting letters, memos, reports and other documents;
• Schedules and attends meetings on behalf of and with the President/CEO, taking notes as directed;
• Receives incoming communication on behalf of the leadership team, reviews content, determines relation to organizational mission, and summarizes and/or distributes to appropriate staff;
• Tracks the President/CEO’s expenses and corporate credit cards, processes credit card reconciliations, fulfills and tracks check requests;
• Stewards strong collaborative relationships on behalf of the President/CEO;
• Works on-call during times of high activity for the President/CEO when needed;
• Co-host FAI trainings, dialogues, and gatherings; and
• Other duties as assigned or necessary to support and sustain success for FAI.

Skills/Knowledge
• Highly organized and exceptionally detail oriented;
• Is tactful, ethical and trustworthy, and exhibits excellent judgment in all aspects of this role and is loyal to the President/CEO and the responsibilities attendant to this role;
• Passion and commitment to build this work and develop relationships and partnerships;
• Strong interpersonal and oral communication skills with a variety of audiences;
• Strong creative, technical writing, and presentation skills;
• Ability to set priorities and maintain deadlines and to complete a variety of tasks in an organized manner.
• Exhibits excellent judgment, and a positive attitude in all aspects of this role;
• Ability to work well both independently and collectively within the work space;
• Ability to manage multiple projects and deadlines, respond quickly to emerging opportunities with flexibility to adapt and with good humor;
• Willingness to increase capacity through learning opportunities and trying new approaches;
• Ability to engage in sensitive and challenging discussions about inter-generational trauma and healing, with ability to respond with resilience and consistent work completion;
• Willing to engage in personal healing as it directly impacts the ability to be prepared for and do the work this role requires, and
• Ability to work in and add to an Indigenous environment focused on perpetuating Alaska Native knowledges, identities, ways of life, spirit, languages, as well as other areas of operationalizing our Native values into our organization and our outcomes through our vision and mission.

Education/Work Experience
Bachelor's degree with a minimum of two years' experience in executive office support and management preferred. Equivalent experience and skills may be substituted for the degree and other requirements as deemed appropriate by FAI to fulfill the requirements of this role.

FAI is a dynamic organization changing as needed to address its goals. This description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not implied to be an employment contract but is a method of communication to explain responsibilities, advertise the job, identify performance measures and potential training needs.