



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Administrative Assistant	DEPARTMENT:	Family services/ Foster Care
REPORTS TO:	Foster Care Program Director	STATUS:	Full-Time/Non-Exempt
LOCATION:	Daybreak star	SALARY:	\$20 an hour / DOE

United Indians of All Tribes Foundation is a not-for-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native (AI/AN) community.

JOB DESCRIPTION:

We are seeking an Administrative Assistant at the ICW foster care program to support the Program manager and general operation for the foster care program.

ESSENTIAL FUNCTIONS:

- Provides administrative support to ensure efficient operation of the office
- Supports program staff through a variety of tasks related to organization and communication.
- Assists in training staff members and helps with the onboarding process for new-hires.
- Assumes responsibility for maintenance of office equipment, including computers, copy machines, and fax machines.
- Maintains office supplies by checking inventory and orders supplies.
- Responds to questions and requests for information.
- Assists in the preparation of regularly scheduled reports.
- Develops and maintains a filing system.
- Submits and reconciles expense reports.
- Produces and distributes correspondences, documents, memos, letters, faxes, and forms.
- Data entry, and foster care application file maintenance

MINOR FUNCTIONS:

- Answers and directs phone calls.
- Organizes and schedules meetings and appointments.
- Maintains contact lists.
- Provides general support to visitors.
- Assist with events and training.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor’s degree in Administration or related field; OR Associate’s degree in Liberal Arts with 3+ years experience; OR High School diploma/GED with 5+ years experience.
- Knowledge of Microsoft Office products.
- Preferred experience in customer service.
- Preferred experience with social services.
- Preferred experience maintaining privacy and confidentiality.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: xx CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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United Indians is an Equal Opportunity Employer. UIATF does not discriminate against any employee or applicant for employment because of race, religion, creed, age, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification.