



**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 DESCRIPTION**

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Labateyah Program Director

**LOCATION:** Labateyah Youth Home

**DEPARTMENT:** Labateyah Youth Home

**STATUS:** Full-Time/Non-Exempt

**SALARY:** \$25.50/hour

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. UIATF/Labateyah Bridge Housing provides crisis housing with rapid rehousing services, as well as indigenous medicine mental health services to homeless youth and young adults in King County.

### **JOB DESCRIPTION:**

We are seeking an Administrative Assistant at Labateyah Youth Home to support the Labateyah Director and line staff for the 24/7 residential youth home serving homeless youth and young adults ages 18-24.

### **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.
- Other duties as assigned.

### **MINOR FUNCTIONS:**

- Answers and directs phone calls.
- Organizes and schedules meetings and appointments.
- Maintains contact lists.
- Provides general support to visitors.
- Data entry, as needed.

### **QUALIFICATIONS:**

- Bachelor's degree in Administration or related field preferred; 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.
- Experience in customer service preferred.
- Experience with social services preferred.
- Experience maintaining privacy and confidentiality preferred.

**SPECIAL REQUIREMENTS:**

*Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Pass a basic criminal history background inquiry.
- Valid U.S. driver's license.
- Complete required training and certifications for job, including CPR/First Aid, HIPAA, within 90 days of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Opening Date: 1/20/23 Closing Date: Until filled	<b>Submit cover letter and resume to:</b>
United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100, Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>