



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

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 18-25.

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; assists in tracking grant spending
- 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.

Administrative Assistant

Job Title

9010 13th Ave NW
Seattle, WA 98117

Location (address)

\$25.50/hr
Wage

Full-Time
Schedule

Medical Insurance / Dental Insurance
/ Vision Insurance / Paid Sick Leave /
Paid Vacation Leave / Employee
Assist Program / Paid Holidays

Benefits



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.

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 30 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. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office 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. United Indians of All Tribes Foundation is an at-will employer.



Hiring period

Starts: 4/3/2023

Ends: UNTIL FILLED

Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.

To Apply

Complete our [employment application](#).

For questions please email our HR team at jobs@unitedindians.org

United Indians of All Tribes Foundation is an Equal Opportunity Employer