

JOB DESCRIPTION

Job Number—038

JOB TITLE: Da'luk Administrative Assistant
JOB LOCATION: Eureka, CA
SUPERVISOR: Da'luk Program Coordinator
SUPERVISES: None
STATUS: Non-Exempt
SCHEDULE: Monday–Friday 8:00 a.m. to 5:00 p.m. (40 hours per week)
COMPENSATION: \$15.00 per hour

SUMMARY: Located on the beautiful north coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

NCIDC is starting a new Youth Substance Use Disorder Prevention program for 7th to 9th grade Native American youth with a grant received by the Sierra Health Foundation. Funding will be used to increase youth understanding of substance use disorders, reduce community and individual stigma of use and treatment, increase recognition of the chronic nature of the disease of addiction, and build substance use disorder prevention education into community outreach and services. In addition, this program aims to invest in youth empowerment, leadership, and development by building the social and emotional competence that facilitates Native youths' resistance to drug use, and by developing their skills in enacting community change. The project will run through November 2022.

REQUIREMENTS: Two years of post-secondary business education or general clerical/secretarial and experience. Must have knowledge of computer operations and basic business machines; ability to discharge routine administrative functions with minimal supervision. Knowledge of state and federal grant regulations.

RESPONSIBILITIES: The Da'luk Administrative Assistant, under the direction of the Da'luk Program Coordinator, will assist with the oversight of the Da'luk grant and perform a variety of word-processing, data entry and general clerical duties. The Da'luk Administrative Assistant will maintain tracking systems; research, collect and distribute information to administrative staff. The Da'luk Administrative Assistant will perform

work of a detailed nature with accuracy, and establish and maintain a cooperative working relationship with other NCIDC staff members.

The Da'luk Assistant must be able to handle a variety of situations and demands that may arise from working with diverse federal and state programs, administrative staff, program staff and community people. Must possess a thorough knowledge of correct grammar, spelling, punctuation, and business letter formats as well as office methods, procedures and practices. Additional duties as assigned.

MINIMUM REQUIREMENTS:

- Two-year business degree or equivalent
- Knowledge of computer operations and basic business machines (preferably Macintosh experience).
- Excellent communication skills
- At least 1–2 year of office management, administrative, or assistant experience.
- Excel/Word
- High level of organization, attention to detail, and follow-through
- Maintain confidentiality under HIPPA regulations
- Familiarity with, and commitment to, the mission and vision of the NCIDC

DESIRABLE REQUIREMENTS:

- Experience working in a nonprofit or in Native American organization
- Knowledge of federal/state grant regulations
- Ability to interpret program regulations
- Familiarity with HIPPA laws and confidentiality
- Experience working with youth

LANGUAGE ABILITY: Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic

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internet usage. Ability to use both a Macintosh computer and a Window-based computer is preferred but not required.

CERTIFICATES AND LICENSES: Valid California Driver's License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able).

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, fingers, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT:

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

Employee Signature _____

Date _____

Employee Name, Printed

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.