



**Job Title:** Administrative Assistant, Part-time (30 Hours/Week)  
**Location:** Hoonah, Alaska  
**Reports to:** Huna Heritage Foundation Executive Director  
**Status:** Year-round, Non-Exempt, Hourly Wage \$18.00 – 19.00 Starting DOE

**Huna Heritage Foundation Mission:** Enrich Our Way of Life in perpetuity.

**Summary of Position:** The Huna Heritage Foundation Administrative Assistant position is a key link in supporting the efficient and smooth day-to-day operations of the organization.

**Responsibilities & Duties:**

- Promote and support the mission, vision, and values of HHF.
- Maintain an effective working partnership with the HHF Executive Director in furthering the mission of HHF; report to and consult with the Executive Director.
- Provide support to the team, including scheduling meetings, phone calls, travel arrangements, and event coordination.
- General administrative duties including bookkeeping, drafting communications, managing mailings, customer service, preparing reports, and maintaining appropriate filing systems.
- Assist with scholarship processing and distribution of awards.
- Digitize materials, according to best practices and international standards for preservation and access, to be uploaded to the Huna Heritage Foundation Digital Archives, Mukurtu Content Management System (CMS).
- Assist with the coordination and implementation of community classes, events, and gatherings.
- Assist with the coordinating and conducting educational presentations and outreach, article submissions to news outlets, Facebook, and lecture series.
- Help prepare for Board of Trustees meetings by printing agendas, minutes, and other documents for board packets.
- Special projects and other tasks as assigned.

**Qualifications, Skills, and Abilities:**

- Knowledge of and experience working respectfully and effectively with Alaska Native peoples, cultures, and histories with an emphasis on Huna Tlingit culture.
- 2 years work experience with preference given to those with nonprofit experience.

- Solid computer skills, proficient in Microsoft Office, including spreadsheets, database and reporting tools are required. Proficient in the use of Adobe, with Adobe Photoshop experience preferred.
- Must have excellent communication skills and ability to work respectfully with elders, community members and diverse groups of individuals.
- Ability to deliver valuable and helpful public presentations in small and large gatherings using the most effective means of communicating to the audience.
- Detail oriented and able to handle multiple tasks, projects, and priorities effectively and professionally.

### **Core Competencies:**

- Know and support HHF's purpose, mission, vision, and values.
- Excellent written and verbal communication skills; ability to communicate with various individuals and groups.
- Demonstrated ability to build and maintain relationships with stakeholders to the benefit of the organization.
- Willingness and ability to be an effective member of a team and treat individuals respectfully regardless of position or status.
- Ability to address problems and conflicts, exercise judgment and make quality decisions consistent with the level of the position.
- Ability to be self-motivated, effectively prioritize tasks, meet deadlines, and adapt to frequent changes.
- Ability to conduct oneself with integrity and honesty.

**NOTES:** This position may require occasional travel. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Huna Heritage Foundation is an at-will employer.

Huna Heritage Foundation is a cultural and educational non-profit affiliate of Huna Totem Corporation (HTC) and the laws that govern shareholder hire preference for Alaska Native Claims Settlement Act (ANCSA) corporations extend to hiring at HHF. Based on qualifications, preference in hiring and training may be extended in the following order: Qualified Shareholders; Qualified individuals who are spouses or descendants of shareholders; Qualified individuals who are registered shareholders of other Alaska Native Corporations; All others.

**TO APPLY:** Qualified applicants may send their cover letter, resume and three references to [amelia.wilson@hunaheritage.com](mailto:amelia.wilson@hunaheritage.com). **Cover letters, resumes and references must be received on or before January 3, 2023, close of business.**

**To learn more about Huna Heritage Foundation please visit our website: [www.hunaheritage.org](http://www.hunaheritage.org).**