

# Native Arts and Cultures Foundation

## Job Description

Position Title: **Executive Associate**  
Salary Range: \$48,000 to \$58,000 DOE  
Supervisor: President/CEO

**Primary Responsibilities:** This high-level position provides mindful executive support to the President/CEO of the Native Arts and Cultures Foundation (NACF) and is responsible for ensuring the administrative functions of the Executive Office run smoothly, including the office's work with the Board of Directors, National Leadership Council and related committees in compliance with the employee handbook, business ethics, confidentiality practices and all other policies and procedures.

### **Essential Duties:**

- Oversee the daily operations of the President/CEO office.
- Plan and proactively manage all Executive Office activities, appointments and meetings with attention to staying ahead of the CEO's demanding schedule.
- Provide highly confidential administrative support to the President/CEO; coordinate and schedule travel; provide written correspondence; proofread all forms of communication; and conduct minor research on various subjects including development initiatives.
- Coordinate and conduct high-level communications and administrative support for the Board and Board committees, related to meetings, activities and events; which includes taking board meeting minutes, compiling and mailing out board meeting materials, correspondence and board travel arrangements.
- Help launch the NACF National Leadership Council; coordinate communications and administrative support for members including drafting correspondence, arranging travel, taking minutes and creating materials.
- Travel with the President/CEO as needed (generally 4 to 6 times a year).
- Provide effective communication and direction from the President/CEO to staff on projects and activities to ensure deadlines and requirements are met.
- Provide project assistance to other staff when directed by the President/CEO.

**Supervisory Responsibilities:** Provide direction and assistance when needed.

**Other Duties:** As assigned by the President/CEO. NACF reserves the right to assign additional duties and to add, delete or modify any essential or marginal job functions.

**Working Conditions:** Indoors, air-conditioned office setting, occasionally outdoors.

**Work Hours:** Primary hours are Monday – Friday, 8:30 a.m. – 5:30 p.m. This salaried position may require additional hours to meet business needs, including some evenings and weekends.

**Equipment Use:** Personal computers, standard office equipment and tools.

**Mental and Physical Requirements:** Duties require the use of considerable initiative and judgment. Requires working under minimal supervision and direction. Requires working under multiple deadlines and pressure. Requires excellent communication skills, verbal, oral and written, with supervisor, co-workers and clients. At times, may require dealing with difficult people or situations effectively. Requires supervision of work and training of staff; establishes and maintains cooperative and productive work relationships; must be a team player.

**Minimum Qualification Requirements:**

1. (5) Five to (7) seven years executive administrative experience in a fast-paced environment supporting a dynamic, high-level executive.
2. Advanced working knowledge of Windows applications, Microsoft Word, Excel, PowerPoint and Outlook.
3. Effective verbal, written and listening communication skills.
4. Ability to manage multiple projects, workflows and competing priorities.
5. Professional demeanor and ability to interface in a cordial manner with staff, board, elders, artists, donors, tribal leaders and cultural stakeholders.
6. Ability to operate basic office equipment such as computers, copy machines, postage meter, calculator, keyboard and facsimile machines.
7. Experience working in nonprofit organizations.
8. Strong planning, time-management and organization skills; strategic thinker.
9. Ability to navigate internet and conduct minor research
10. Valid Driver's license and willingness to use properly insured car.

**Desired Qualifications:**

1. Knowledge and understanding of Native peoples and tribes and social justice issues.
2. Knowledge and understanding of Native cultures and arts (American Indian, Alaska Native or Native Hawaiian).
3. Experience working in business and private sector.
4. Knowledge and understanding of database and donor software programs.
5. Experience with project management.
6. Knowledge of development, marketing or public relations

**COMPANY RIGHTS:** The above information has been designated to indicate the general nature and level of work performed for this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of the employee assigned to this job. This job description does not constitute an employment contract. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**An Equal Opportunity Employer**

To apply, email your resume and cover letter to Elizabeth Madrigal at: [elizabeth@nativeartsandcultures.org](mailto:elizabeth@nativeartsandcultures.org)) Position open until filled. Desired start date before August 1, 2013 or ASAP. Learn about the foundation's mission at: [www.nativeartsandcultures.org](http://www.nativeartsandcultures.org).

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