



## POSITION DESCRIPTION

**TITLE:** Administrative Assistant

**CLASSIFICATION:** Non-Exempt Employee

**REPORTS TO:** Operations Director

**LOCATION:** Flagstaff, AZ (Telecommute)

**SALARY:** \$28,500 at 30 hours per week (.75 FTE)

Native Public Media (NPM) promotes the self-determination of Indigenous peoples through media access, storytelling, and ownership. NPM works to bridge the digital and media divides across Indian Country one community at a time. NPM is a Native-led nonprofit and a leader in national and international communications policymaking. NPM advocates for development that encourages the strengthening of Native choices through media platforms that are community-based, local, and democratic. NPM envisions a world in which all Indigenous peoples cultivate and participate in healthy and robust information ecologies.

### Job Summary

The Administrative Assistant (AA) serves in a capacity of support to perform a variety of complex administrative tasks.

### Must have the ability to:

- Write and speak clearly and succinctly.
- Provide excellent customer service skills to staff, external partners, Board of Directors, broadcasters, and others.
- Demonstrate initiative, able to work with a minimum of supervision and as a team player.
- Problem-solve, think creatively, and solution driven
- Manage multiple and often simultaneous tasks
- Work in an environment that is recognized for a high level of ethical integrity, timeliness, accuracy, and results
- Work effectively with other people to reach a goal
- Work independently and exercise appropriate judgment
- Utilize interpersonal skills and ability to work well in diverse environments
- Provide a courteous, professional work style and ability to handle pressure gracefully

### Duties and Responsibilities

- Provide administrative support for meetings and events
- Maintain and update organizational website
- Manage Salesforce database, station directory, and media lists
- Manage organization's social media and assist with policy and media campaigns
- Draft press releases, PSAs, and respond to field report inquiries
- Facilitate media responses for the CEO, including press opportunities
- Assist with the development and implementation of the Communication Plan
- Transcribe and write meeting minutes
- Coordinate meetings, including all meeting logistics
- Assist in preparing meeting documents and follow-up activities.
- Assist and provide support to Board members and staff travel arrangements
- Organize and maintain records following records retention policies

- Support research and projects
- Maintain meetings calendars and communications
- Maintain relationships with constituents and stakeholder groups
- Maintain NPM's photo and news article library

### **Qualifications**

- Minimum of a High school diploma required.
- Minimum of two (2) years of current work experience as an administrative support professional
- Understanding the principles and practices of administration and management
- Knowledge of Tribal governments and American Indian Tribes and Alaska Native Villages
- Candidate in Flagstaff, Arizona is preferred

### **Supervisory Responsibility**

None

### **Work Requirements**

This position is a telecommuting position that requires the employee to:

- work from home.
- have a dedicated office space or work area and a strong internet connection.
- work Monday through Friday, between 8:00 a.m. to 5:00 p.m.
- have a valid driver's license for business travel.
- use a personal vehicle if other transportation is not available.

### **Physical Requirements**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing this job's duties, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is occasionally required to stand, walk, kneel, reach with hands and arms. The employee must occasionally lift or move up to 25 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Application Instructions**

- Submit a cover letter and resume to [mbegay@nativepublicmedia.org](mailto:mbegay@nativepublicmedia.org) by **June 4, 2021**
- Reference **NPM\_AA2021** in the Subject and/or Attention lines
- Final candidates will be contacted to schedule interviews