

TUNDRA WOMEN'S COALITION

Job Description

Administrative Assistant

Non-Exempt Position

Requirements: Yup'ik Speaker Preferred

Experience Working in Residential Facility Preferred

Experience in the areas of domestic violence and Sexual Assault

Experience Working With Children Preferred

High School Education/GED preferred

Knowledge of Substance Abuse Preferred

1 year of administrative experience preferred

Basic computer skills required

Hours: 40 hours per week.

Responsibilities:

1. Answer telephones and door for Tundra Women's Coalition.
2. Assist in preparing informational packets and brochures for domestic violence, sexual assault, child abuse/neglect and TWC services.
3. Assist in preparing training packets and binders for new staff.
4. Help prepare Board packet materials.
5. Perform office cleaning and organization.
6. Perform office duties such as filing, photocopying, etc.
7. Assist advocate on an as-needed basis in the shelter.
8. Become trained as a SART advocate and be available for that on-call work approximately every other month for one week.
9. Provide support to all TWC programs on an as-needed basis.
10. Attend staff meetings and trainings as required.
11. Perform other duties as assigned by Business Manager, Executive Director or program staff.
12. Model sober and non-violent behavior both on and off the job.

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