

NATIVE GOVERNANCE CENTER POSITION DESCRIPTION

JOB TITLE: Executive Administrator

POSITION SUMMARY: The Executive Administrator is responsible for supporting the Executive Director, Senior Leadership team, and is the liaison for the Board of Directors of Native Governance Center. This position reports directly to the Executive Director and provides general office and program support. Must be able to travel up to 10% of the time and have access to high-speed internet.

SUPERVISORY RESPONSIBILITIES: none

ESSENTIAL JOB FUNCTIONS:

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supporting the Executive Director's priorities and initiatives, and leading the administration of the Senior Leadership team by:

- Directly and proactively supports the Executive Director in daily administration, including schedule and project management, correspondence, and acting as the liaison to the Board of Directors.
- Provides administrative support to senior leadership, including scheduling meetings and appointments and managing travel itineraries.
- Maintains office operations, including taking calls, responding to emails, interfacing with stakeholders, supply management, and internal organization calendar
- Maintains confidence and protects operations by keeping information confidential.
- Provide logistics and support planning for all staff meetings and other internal events
- Collaborate with the leadership team on special initiatives, projects, and events, offering administrative and strategic support to advance the organization's mission.

Serving as Liaison to the Board of Directors and NGC Committees by:

- Overseeing and executing Board and committee logistics and projects
- Planning Board and committee meetings and events
- Supporting team members who serve as Committee Liaisons
- Ensuring an understanding of NGC bylaws, charters, and policies

QUALIFICATIONS:

Desired Skills and Abilities:

- Proven experience as an executive assistant or other relevant administrative support experience.
- A proactive approach to problem-solving with strong decision-making skills.
- Ability to organize a daily workload by priorities and handle multiple tasks simultaneously.
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- Professional level verbal and written communications skills.
- Ability and willingness to work both independently and cooperatively in a remote-first environment with some in-person.
- Experience working in or with Indigenous communities and demonstrated understanding of NGC's mission.
- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering Indigeneity, and embracing fun.

Education, Training, Experience:

- Bachelor's degree or equivalent combination of education, training, and experience
- Advanced Microsoft Office or G Suite skills, with an ability to become familiar with organization-specific programs and software.

Typical physical requirements:

Essential tasks for this position are typically performed on a computer, with some travel and transporting of supplies.

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 7 hours per day.
- Communicating with others to exchange information.
- Travel up to 10% of the time.
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Native Governance Center.

Employee Signature _____ Date _____

Printed Name _____

About NGC

Native Governance Center is a Native-led nonprofit dedicated to assisting Native nations in strengthening their governance systems and capacity to exercise sovereignty. Visit our website to learn more about our programs and workplace culture. **You also must be located in the United States** and have a valid driver's license. See the job description on our Careers page for the full list of required skills and experience.

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What You'll Be Doing:

- Directly and proactively supporting the Executive Director in daily administration, including schedule and project management, correspondence, and acting as the liaison to the Board of Directors.
- Providing administrative support to senior leadership, including scheduling meetings and managing travel itineraries.
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- Planning Board and committee meetings and events.
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What Skills You Need for Success:

- Fantastic time management: You're all about staying on schedule, being mindful of the time it takes to do a task, and will proactively reach out after meetings with action items.
- Excellent communication: You're able to communicate directly and clearly with diverse groups of stakeholders. You're compelling in your delivery and feel confident engaging in one-on-one and group settings.
- Attention to detail: You notice typos, are consistent in your follow-through, and include all the attachments on an email. You are comprehensive in crafting your to-do list and adjust on the fly.
- Technology savvy: Using software is second nature to you. If you haven't used specific programs and software, you will be able to pick it up with relative ease.

- **Native nation rebuilding approach:** You recognize that the standard approach of working may not always be a cultural match for staff or the organization. You apply the Native nation rebuilding principles and NGC's values to your decisions.

Compensation & Benefits

- **Salary:** \$50,000–55,0000
- **Status:** Full-time, non-exempt, salaried
- **Wellness benefits:** NGC pays 100% of the cost of our wellness benefits, including health, dental, vision, life insurance, and short- and long-term disability. Employees, spouses, and children are eligible.
- **Paid time off:** Year 1-3 of employment, staff may accrue up to 216 hours (5.4 weeks) of PTO, to be used for sick and vacation time.
- **Paid holidays:** 10 floating holidays (must be used in calendar year)
- **Paid closures:** Paid office closure from Christmas Eve–New Year's Day; Half day Friday from Memorial Day–Labor Day.
- **Workplace flexibility:** We are a remote-first work environment, meaning you will be primarily working from office and non-office environments. Employees might be asked to come to the office occasionally. This position will be hybrid and will require some in-office meetings in St. Paul, MN. Staff are given a monthly stipend to offset any technology, home office, or shared workplace costs incurred.
- **Professional development:** We offer generous stipends for professional development as well as in-house growth and training opportunities.

Ready to Apply?

We encourage you to read through the entire job posting and full job description, since we built it to provide as much information and transparency as possible. To apply, submit the required information along with your resume and cover letter. In your cover letter, let us know in a few paragraphs why you are interested in the position and why you want to be part of the NGC team. Give us a sense of how your prior experience, whether in a similar position or something totally unrelated, will lead to success in the Executive Administrator role.

Get your application in early to ensure you are considered! Email hr@nativegov.org with questions about the position.