



**OREGON NATIVE
AMERICAN CHAMBER**

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Position Description**

Job Title: Administrative Support Specialist
Classification: Part-Time, Non-Exempt
Salary/Wage: \$21/Hour
Closing Date: Open Until Filled

OVERVIEW

The Administrative Support Specialist is responsible for general office management and administrative tasks, financial oversight duties, human resources, assisting the Executive Director and Programs Manager, and any other administrative needs that may come up for ONAC.

KEY RESPONSIBILITIES

- Tracking and processing invoices
- Providing appropriate information and assistance to accountants
- Processing and depositing payments
- Insurance policies, government docs, property and equipment oversight
- Board of Directors management, meeting preparations, minutes, communication
- Support drive organization
- Support email account organization
- Processing memberships/donations
- Mail tracking
- Assist with event planning (Gathering, luncheons, etc.)
- Implement and maintain work plan and annual schedule of deadlines
- Assist with Newsletter and other forms of communication

SKILLS REQUIRED

- Demonstrate interest in working in the non-profit, small business development and Native American communities
- Public-speaking, networking, building and maintaining relationships
- Computer proficiency: MS Office, Adobe Creative Suite, Database management, Google Suite
- Organization
- Ability to work independently with minimal oversight or direction
- Ability to manage one's own schedule and work as a self-starter.

QUALIFICATIONS & EXPERIENCE

The Administrative Support Specialist is expected to work effectively and efficiently with a diverse range of individuals, agencies, and tribes. Candidates should be effective communicators and troubleshooters, enthusiastic, self-motivated, adaptable, and able to complete assigned tasks with a strong sense of responsibility.

- Associate's Degree or equivalent combination of education and experience
- Two (2) years of Administrative experience
- Preferred qualifications for this position includes:
- One (1) year of Financial or accounts payable experience
- 2-4 years working with non-profit organizations or tribal organization(s) preferred
- Evidence of direct experience to match the stated qualifications

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will work under normal business office conditions. This position's primary office will be located at the ONAC office in Portland, Oregon with the ability to work remotely as necessary.

PHYSICAL DEMANDS

The tasks of this position are normally performed while sitting at a desk, often using a computer. Mobility is required to attend meetings, attend training and workshops, and to accomplish other necessary tasks. The periodic ability to travel independently to various locations within the Pacific Northwest region is required. Regular lifting of up to 10 pounds, and occasional lifting of up to 25 pounds is expected. Must be able to maintain an excellent attendance record.

APPLICATION PROCESS

Hiring preference will be given to qualified enrolled citizens of federally recognized Tribes or Native Alaskans.

Send a letter of interest and resume and please include at least three professional references.

Send to:

Email: support@onacc.org

Subject Line: "Administrative Support Specialist Job Announcement"

Attention: Amber Faist