



JOB DESCRIPTION

Administrative and Program Support Assistant

Department:	Workforce Development Program
Reports To:	Workforce Development Program Support Lead
FLSA Classification:	Non-exempt
Wage Range:	7/8 \$25.83 - \$28.62 per hour DOQ
Location:	On-site

Summary

The Administrative and Program Support Assistant provides a high level of administrative and programmatic support. Processing a variety of assignments to assist staff in providing positive customer and client-centered services.

Essential Duties and Responsibilities

- Will serve as first point of contact for the Workforce Development Program and provide technical, administrative, operational, and logistic support to SPIPA and Tribal staff
- Identify and research problems or issues and expedite solutions to ensure smooth, continuous workflow.
- Prepare, process, monitor, and track to conclusion documents such as purchase requisitions, purchase orders, vouchers, reports or similar.
- Follow established policies and procedures to ensure compliance and allowability of expenditures.
- Coordinate logistics and works with vendors (e.g., identify locations, coordinate activities and supplies) for internal and off-site meetings and trainings.
- Schedule meeting sites, gather appropriate amenities, arrange furniture, prepare documents for various meetings and events.
- Develop and maintain inventory of related program supplies.
- Assist with special projects and perform other duties as assigned.

The Administrative and Program Support Assistant, as an employee of SPIPA, is expected to collaborate, engage, and work closely with all departments to fully support the Vision, Mission, and Core Values in accordance with all Agency directives.

Required Knowledge, Skills, and Abilities

We are looking for an experienced administrative professional who projects a positive attitude and encourages collaboration, always looking to meet and exceed expectations. The items listed below are representative of the skill set required to perform job duties.

Interpersonal relations – ability to deliver excellent customer service, have a positive attitude, and to work as a team player to accomplish objectives. Excellent people and conflict resolution skills. Ability to work effectively and cooperatively with others in a

culturally sensitive and professional manner. Demonstrate a commitment to teamwork through relationship building and collaboration

Personal effectiveness and time management – well developed time management and organizational skills to meet priorities, timelines, and details under pressure. Enthusiastic about being accurate, accountable, and having a high level of initiative and ownership.

Technical capability – strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite. Ability to learn and understand Agency operations and workflow within six months. Solid verbal and written communication skills with a demonstrated ability to communicate effectively with all levels of staff, leadership, stakeholders, vendors, and most importantly with the Consortium Tribes that SPIPA serves.

Adaptability – ability to modify actions, direction, or approach to changing situations and expectations in a respectful and professional manner. Work history of innovation and problem solving in a collaborative setting.

Minimum Qualifications and Additional Job Requirements

- Associates Degree; or equivalent combination of education and job-related experience.
- At least two years of experience providing high level administrative support to multiple staff members at a multi-departmental organization.
- Three years computer experience with Microsoft Office Word, Excel, Outlook, PowerPoint, and Teams.
- At least one year experience working in a Native American communities preferred.
- Proficient communication skills at all levels of communication (e.g., verbal, non-verbal and written).
- Possess a valid Driver's License and proof of auto insurance.
- SPIPA is committed to providing a drug-free workplace for its employees and the communities it serves. This position requires successful completion of a pre-employment drug test.
- Pass a background investigation including confirmation of work experience.

This position functions in a diverse and complex environment within which interpersonal and self-management skills are essential. Throughout our selection process, we will be evaluating candidates for behavior attributes and technical skills to succeed in this environment.

Physical Abilities

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving medium to large objects weighing up to 50 pounds; occasional travel to other SPIPA or tribal locations.

Equal Opportunity

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace

SPIPA is committed to providing a drug-free workplace for its employees, volunteers, and the communities it serves. This position requires successful completion of a preemployment drug test.

To Apply

Click on the link below to submit a SPIPA Employment Application, a cover letter describing how your qualifications align with this position, and a resume including three work related references.

<https://southpugetintertribalplanningagency.applytojob.com/apply>