



POSITION DESCRIPTION

GHWIC Administrative Assistant III

REPORTS TO:	Good Health and Wellness in Indian Country (GHWIC) Program Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite)
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	\$40,000 – \$55,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.
PREFERENCE:	Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

DESCRIPTION

Supports the Good Health and Wellness in Indian Country Program (GHWIC) through a variety of administrative tasks related to organization, coordination, and communication. The GHWIC program aims to promote effective and culturally adapted policies, systems, and environmental improvements towards the prevention of heart disease, type 2 diabetes, and associated risk factors, such as commercial tobacco use, physical inactivity, and unhealthy diet among American Indian Tribes. The performance of duties will be in compliance with guidelines established by AAIHB and the funding agency under the supervision of the GHWIC Program Director.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Good Health and Wellness in Indian Country Program.
- Oversee purchase requests, professional service agreements, and memorandum of agreements.
- Communicate and coordinate services with project contractors.
- Plan and execute meetings and events, including securing meeting space and coordinating logistics such as catering for project meetings, trainings, and events. Anticipate issues and resolve situations before they escalate.
- Assist with recruiting and registering participants to attend project meetings, trainings, and events.
- Coordinate travel logistics for team members and tribal partners, including scheduling travel, preparing and processing purchase requisitions, spreadsheets, invoices, travel vouchers, and providing any advance materials or information required.
- Assist with preparation of materials and minute taking for meetings and other program activities.
- Coordinate and manage special projects, including working collaboratively with staff to assure projects meet deadlines.

- Coordinate with Administrative Assistant group across the organization to share knowledge, mentor and provide support to the group.
- Develop and maintain positive relationships with all internal and external program partners.
- Perform additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Dependable, professional, and punctual.
- Excellent organizational skills, attention to detail. Must be able to manage multiple priorities.
- Excellent verbal and written communication skills, including strong computer and technical writing skills with extensive knowledge of the following applications: Windows, MS Office: Word, Excel, Outlook, PowerPoint, Zoom and Teams.
- Able to plan and work efficiently and effectively both autonomously and in small teams.
- Able to exercise independent judgement, analyze situations, solve problems, and make procedurally sound judgements.
- Ability to work under pressure with short turnaround times; flexibility to ensure deadlines are accommodated.
- Experience balancing conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines.
- Ability to clearly establish goals and objectives and demonstrate good judgement resolving complex situations.
- Strong sense of teamwork and dedication to community.
- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes.

QUALIFICATIONS

- Bachelor's degree preferred; or equivalent work experience and education.
- Minimum 5 years administrative experience and 2 years working with American Indian populations.
- Experience coordinating events.
- Completion of background investigation is required as condition of employment.
- Complete HIPAA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Position is eligible for a hybrid work schedule. Must be a New Mexico resident.
- Requires sitting for periods of time working on a computer in an office environment.
- Occasional light work which may require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Drive company-leased vehicle for company related business.
- Occasional weekends and/or evenings may be required as well as some travel to other locations throughout New Mexico and some national travel.
- Noise level is usually minimal.