

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

www.glifwc.org

• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band



VACANCY ANNOUNCEMENT	
POSITION: Executive Assistant	LOCATION: Odanah, Wisconsin
SALARY: \$53,990-\$59,319, Depending on Qualifications, Education & Experience	EMPLOYMENT TYPE: Permanent, Full-time
Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Visit https://glifwc.org for current benefit information.	

CLOSING DATE: Open until filled.

JOB SUMMARY:

Under the direct supervision of the Executive Administrator, will be responsible for supporting the Executive Management team in all aspects of administrative functions. The Executive Assistant provides high-level administrative support to the Executive Administrator and the Administration Department by performing clerical functions. These functions include, preparing correspondence, receiving visitors, maintaining calendar, arranging conference calls, scheduling meetings, completing expense reports, arranging complex and detailed travel plans, itineraries, agendas, and meeting documents, as well as handling business that includes confidential and sensitive materials, documents, and clients.

DUTIES AND RESPONSIBILITIES:

1. Performs a wide range of clerical activities such as filing, sorting, posting, tabulating, and operating duplicating and other types of office equipment. Typing skills will be of the utmost importance.
2. Prepares reports and correspondence under the direction of the Executive Administrator and other staff personnel when required.
3. Screens calls for the Executive Administrator.
4. Screens visitors and schedules appointments.
5. Responsible for keeping the Executive Administrator informed of all appointments, meetings, and other commitments.
6. Responsible for maintaining the Executive Administrator's personal filing, mail and other administrative systems as needed.
7. Arranges conference calls, group meetings, travel accommodations and reservations as directed.
8. Attends Commission meetings, conferences, and related events as required; record, prepare, and transcribe meeting minutes.

9. Coordinates Board, Committee, staff, and agency meetings, including scheduling, agendas, meeting materials, logistics, and follow-up.
10. Compiles and distributes GLIFWC's annual narrative report; monitors reporting requirements for judicial services subcontracts.
11. Assists in the preparation of annual budget process materials provided to Division Heads.
12. Compiles and submits GLIFWC's PL 93-683 BIA RPI contract information and related materials.
13. Assists with coordination and scheduling of all cultural infusion activities, events, and related administrative requirements.
14. Organize, maintain, and monitor GLIFWC inventory, including promotional materials, branded items, and gifts.
15. Oversees and performs a range of diverse functions to support the efficient operation of the office.
16. Perform other related duties as assigned by the Executive Administrator.

The duties and responsibilities listed above are not intended to be all-inclusive. They represent the general nature and level of work associated with this position and may be modified or expanded based on organizational needs or as determined by the Executive Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency with Microsoft Office programs and other commonly used computer applications.
- Excellent verbal and written communication skills.
- Strong knowledge of English grammar, spelling, punctuation, and professional business writing.
- Excellent typing skills, including speed and accuracy.
- Proficiency with word processing, spreadsheets, and other standard office software.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of customer service principles and practices.
- Strong organizational skills and attention to detail.
- Ability to establish and maintain effective, professional working relationships with Tribal, local, state, and federal agencies; individuals from diverse social and cultural backgrounds; and coworkers at all organizational levels.
- Ability to manage multiple priorities, tasks, and deadlines while maintaining accuracy and confidentiality.
- Ability to exercise sound judgment and work independently with minimal supervision.
- Ability to handle confidential and sensitive information with discretion.

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS:

This position requires the ability to sit for extended periods, use office equipment, and perform occasional physical activities such as reaching, bending, kneeling, and climbing. The employee must also be able to communicate effectively through speaking and hearing.

The employee may occasionally be required to lift and/or move items weighing up to 50 pounds.

QUALIFICATIONS:

1. Associate degree in Business Administration or equivalent experience in related field
Desired Qualifications: bachelor's degree; plus three (3) years of Executive Level administrative experience; or equivalent combination of education and experience in an executive office setting preferred.
2. Must work with minimal supervision and maintain professional rapport with the general public.
3. Must be able to type with speed and accuracy and have a high degree of skill in oral and written communications.
4. Must also have knowledge of accounting and bookkeeping methods and procedures.
5. Must possess valid drivers' license and be insurable under GLIFWC policies.

Native American preference will be applied in accordance with GLIFWC's Indian Preference policy and the Federal Indian Self-Determination and Education Assistance Act (Public Law 93-638).

APPLICATION PROCEDURE

Submit:

- ✓ A completed GLIFWC employment application (available at <https://glifwc.org>),
- ✓ A letter of interest, and
- ✓ A resume with at least three professional references

Ensure your resume clearly highlights experiences and skills that align with this announcement to enhance your candidacy.

Send application materials to:

Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street
Odanah, WI 54861

Email: hr@glifwc.org