

# National Indian Health Board



## Position Summary:

The Executive Assistant contributes to advancing the mission of the National Indian Health Board (NIHB) by providing administrative and special project support to the NIHB Executive Director (ED) and serving as the administrative and operations liaison to the Board of Directors, on behalf of ED. Travel is required.

The Executive Assistant (EA) works closely with the ED and maintains ED and must have great attention to detail, be very organized and punctual. The EA will with the ED to plan and schedule participation in meetings, conferences, teleconferences and travel. The EA represents the ED by attending meetings with the ED or on behalf of ED. Prepares reports and presentations in advance of ED's meetings by collecting, analyzing, writing and creating information about the meeting purpose, potential opportunity for NIHB and providing ED with participant background information. The EA produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, and graphics and reviews ED/Board/NIHB organizational mail with ED on a daily basis. The EA assists with reviewing and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications and writing letters and other outreach pieces.

The EA also provides administrative support for Board of Directors meetings; creates, distributes and archives minutes and official actions of the Board during Board meetings, including creating and maintaining a grid of action items, next steps and progress. The EA welcomes Board members and ED's guests and customers by greeting them, in person, on the telephone or through email communication as well as answering and/or directing inquiries. The EA keeps all Board files current and accurate, including posting Board news and approved resolutions to the NIHB website; keeps records of Board materials, votes and other actions of the Board; prepares Board briefing books for Board meetings, including organizing the material digitally and in print format, populating Board web portal and Surface devices and transmitting through email. EA also translates Board and organizational documents into appropriate formatting; such as, resolutions, agendas, letters, memoranda, briefing books and serves as point of contact for staff contributions to Board meeting agenda. EA will provide support for other organizational meetings, as assigned.

The EA leads initiative to maintain the integrity of the contact lists for Tribes/Tribal Leaders, NIHB Board of Directors, NIHB staff, regional Tribal health organization Executive Directors or Principal contacts. EA assists with fundraising efforts through research, follow-up contacts, drafting letters, confirming meetings, arranging meeting logistics, etc. The EA assists with report preparation and presentation format. The EA protects operations by keeping information confidential and secures information by completing data base backups; and

October, 2016

Position Description:  
Executive Assistant

Reports To:  
Executive Director

American Indians and  
Alaska Natives  
strongly-  
encouraged to apply.

provides historical reference by developing and utilizing filing and retrieval systems and will perform other duties as assigned.

**Education/Experience:**

Bachelor's Degree preferred; Experience working with Tribal government or organization preferred; 3-5 years of professional experience in similar field required.

**Essential Functions:**

1. Provides administrative and special project support to ED as needed.
2. Anticipates, prioritizes and prepares ED for travel, meetings and presentations.
3. Assists ED with fundraising activities through outreach research, outreach materials creation, logistics planning, building and maintaining data bases, completing appropriate follow up communications, etc.
4. Screens ED phone calls, emails, mail and visitors; route and resolve information requests.
5. Assists ED with Board communications in role of Board administrative liaison.
6. Coordinates meetings for ED, including contacting identified attendees and preparing logistics, providing meeting purpose and attendees pre-meeting report, collecting, organizing and photocopying and binding briefing materials and providing administrative assistance.
7. Keeps notes of NIHB weekly staff meetings and distributes to staff immediately following staff meetings. Keeps file of staff meeting agendas/minutes/follow up assignments.
8. Researches, maintains and keeps current an NIHB website/web-based calendar of NIHB official events – including Board meetings; and other NIHB events as identified. Included in calendar are Board meetings and conferences of Area Health Boards, Self-Governance meetings, Direct Service Tribes meetings; and other key stakeholder events as identified.
9. Responsible for coordinating efforts to contact all tribes following annual Tribal elections, to ensure list accuracy. EA also will make relevant corrections to contact information posted on website. Maintains list confidentiality.
10. Assists and coordinates functions associated with two national conferences, and other national events, trainings and briefings sponsored by NIHB.
11. Assists with NIHB Board meeting planning, logistics, travel arrangements, reimbursement and coordination of audio/visual/telecommunications equipment needed during Board meetings.
12. Records and produces Board meeting minutes and grid of action items within one week of Board meeting conclusion.
13. Responsible for maintaining contact lists for Tribes/Tribal Leaders, NIHB Board of Directors, NIHB staff, including emergency contact; Area Health Board Executive Directors or Principal contacts/fax/phone/name/and other information. This includes ongoing corrections to list as needed and making corrections to lists on an ongoing basis.
14. Travel minimum of 6 times per year, no more than 12.
15. Ability to thrive in a fast paced environment as part of a small team of highly-motivated, mission-driven professionals.

**Salary: Commensurate with Experience;  
Generous and Competitive Benefits**

**To Apply: Send cover letter and resume to: [jobs@nihb.org](mailto:jobs@nihb.org)  
Subject Line: Executive Assistant**

**Position is open until filled.**