



POSITION DESCRIPTION

Administrative Assistant III

REPORTS TO:	AAIHB Executive Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite)
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	\$45,000 – \$60,000 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

Albuquerque Area Indian Health Board (AAIHB) is dedicated to making a profound impact in the Tribal communities we serve. We strive to positively impact the health and well-being of the communities we serve. Our administrative team supports this goal through dedicated service, collaboration, and innovative solutions. The Admin III will lead the team to provide high level administrative support, with a focus on details and accuracy, and encourage the desire to learn. They will promote the efficiency and effectiveness of our various programs and initiatives.

ADMINISTRATIVE RESPONSIBILITIES

- Coordinate administrative functions and support staff to maintain operational efficiency while fostering a positive team environment by sharing knowledge, offering support, and ensuring efficient workflows across the organization.
- Coordinate the distribution of electronic devices and accounts and troubleshoot technical issues in collaboration with IT support.
- Plan and execute meetings and events, including logistical support, preparing meeting materials, and transcribing minutes.
- Coordinate travel plans including preparing and processing purchase requisitions, spreadsheets, invoices, travel vouchers, and providing any advance materials or information required.
- Create professional and visually appealing documents such as informational documents, agendas, reports, presentations, and website updates. Maintain internal website pages and form libraries as requested.
- Oversee event coordination including anticipating issues and resolve situations before they escalate, and respond to requests and queries to ensure needs are met and management is apprised of relevant situations.
- Coordinate and manage special projects, including working collaboratively to ensure projects meet deadlines.

- Implement strategic improvements by identifying redundancies, issues in workflows, and/or gaps in staffing to streamline processes and optimize support provided.
- Supervision duties include scheduling, leave approval, performance evaluations, encouraging professional growth, coordination of daily operations to ensure efficient workflow, etc.
- Other duties as requested.

KNOWLEDGE AND SKILLS REQUIRED

- Excellent interpersonal and communication skills, both verbal and written.
- Strong attention to detail and ability to complete tasks with minimal supervision.
- Proven experience in balancing conflicting priorities and managing workflow effectively.
- Ability to demonstrate sound judgment in resolving complex situations.
- Initiative to propose and implement process improvements for operational quality enhancement.
- Knowledge and/or experience working with American Indian communities and cultures with respect and cultural sensitivity.

QUALIFICATIONS

- Bachelor's degree is preferred, or an equivalent education and experience may be considered.
- At least 2 years of relevant experience is required.
- Experience in supervising staff and coordinating events is essential.
- Extensive knowledge of the following applications is needed: Windows, MS Office (Word, Excel, Outlook, PowerPoint), Zoom, Canva and MS Teams.
- Completion of a background investigation is mandatory as a condition of employment.

WORK CONDITIONS & PHYSICAL REQUIREMENTS

- Eligible for hybrid schedule.
- The ability to communicate and exchange accurate information with a variety of individuals and groups.
- The ability to remain in a stationary position for long periods of time, operate computer and other office equipment, and observe details at close range.
- A high level of movement is required including navigating stairs to organize inventory and retrieve supplies. Frequently required to transport or move electronic equipment, boxes and event supplies/equipment weighing up to 50lbs.
- Occasionally ascends/descends stairs to inventory and retrieve program supplies.
- Ability to drive company-leased vehicles for company related business.
- Occasionally work on weekends and during the evenings with some local and national travel may be required.