**Safe & Fear-Free Environment, Inc.**

**Post Office Box 94 - Dillingham, Alaska 99576**

**(Office) 907-842-2320, (Fax) 907-842-2198**

**(Crisis Line) 1-800-478-2316**

[**www.safebristolbay.org**](http://www.safebristolbay.org)

**POSITION TITLE:**  **Status:** Regular/Full time

**Salary:** Range 5 9-month position

**Objective:**  Provides high level Administrative support to the Administrative Management Team. This position also provides direct advocacy services.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job.**

* Good public relations and interpersonal skills.
* Demonstrated history of punctuality and regular work attendance.
* Ability to cope with stress and crisis situations in a calm manner and to assist others in doing the same
* Ability to perform most clerical duties and to learn and master increasingly complex responsibilities
* Computer literate, including word processing, data entry and excel.
* Knowledge of basic office equipment and business procedures.
* Knowledge of meeting minute taking experience.
* Knowledge of basic accounts payable and payroll duties.
* Knowledge of basic Human Resources
* Ability to give and receive oral and written communications and to communicate effectively and work with paid and volunteer staff and with people of varied backgrounds and value systems.
* Ability to model non-violent behavior and freedom from substance abuse.
* Ability to maintain good working relationship and communication with others.
* Excellent Organizational skills
* Confidentiality a must

**Preferred:**

* At least two years experience in administrative support responsibilities.
* Alaska drivers license and clean driving record

**ESSENTIAL JOB RESULTS:**

**Provides executive-level administrative assistance duties:**

1. Include managing Executive Director’s calendar, and making travel arrangements, and accommodation arrangements.
2. Organize and maintain office filing system on shared drive.
3. Attend monthly Board meetings, and minute taking.
4. Responsible for handling standard bookkeeping tasks.
5. Ability to do research and conduct data to prepare documents.
6. Fill-in for Office Manager as necessary.

**Provides supportive response to persons in need or initial crisis by**

1. Responding to crisis calls and emergency requests including danger/lethality assessments
2. Greeting, admitting, determining needs of persons accessing SAFE services and directing persons accordingly
3. Actively listening and following up to assure that the service or contact occurred as requested

**Provides support to Executive Director and Program Managers by**

1. Assisting in maintenance of employee files including Background & reference checks, Scheduling interviews, maintaining application files; assisting in tracking/documenting training, distribution and receipt of required paperwork.
2. Assist and maintain payroll and accounts payable duties in Business Office absence.
3. Establishing and maintaining payroll files including documentation of all payroll deductions; enrollment status; reviewing and maintaining all time sheets including comparing time recorded for all attendance records and providing for corrections or adjustments as indicated.
4. Maintaining the purchase order register and assisting with tracking and documenting all transactions from purchase to receipt and distribution of purchased items.
5. Typing, data entry and filing general office correspondence and reports, including recordkeeping for volunteers, and donations.
6. Assisting with preparing and filing financial and statistical reports
7. Assisting with travel desk operations including reservations, emergency and business travel arrangements, conference and training registration.
8. Establishing and maintaining a system for documenting and cataloging purchase, use and location of SAFE library of books, publications and audio/visual training materials

**Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth.

**Protects program integrity and confidentiality by** adhering to allconfidentiality requirements including but not limited to S.A.F.E.’s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced office environment with moderate to loud noise. Frequent, unscheduled interruptions. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office equipment (FAX machine, computers, copier, telephone, etc.), printing and binding equipment, and household cleaning tools (vacuum cleaners, etc.)

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs, see and use close vision

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff or volunteers, service agencies, tribes and tribal representatives and other community members with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE.

**SUPERVISED BY:** Business Manager

**POSITIONS SUPERVISED**: None

**BACKGROUND CHECK:** Position may require applicant to be fingerprinted and complete a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer.

Alaska Natives, persons who are multi or bi-lingual and survivors of

Domestic violence, child abuse, or sexual assaults are encouraged to apply.

**All EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT**

**June 2022**