



POSITION DESCRIPTION

Indigenous Operations Ikayuq (Assistant/Helper in Yugtun)

Location: First Alaskans Institute, Anchorage (Office and Remotely)
Reports to: Finance Director
FTE / Wage: 1.0 Regular Full-Time Equivalent / \$37,440-\$52,000 (\$18-\$25 DOE)
FSLA Designation: Non-Exempt

Core Purpose of this Role

The work of First Alaskans Institute (FAI) for our Native community is rich and varied. We embrace the honor of uplifting and growing the leadership advocacy of our peoples to advance our ways of life. The **Ikayuq** position plays a critical role as the first point of contact for our community and support for our day-to-day operations. This position is anchored in Indigenous Operations - the heartbeat of our efforts – to support the administrative and financial processes throughout FAI endeavors so we can do the work of our peoples and advance our vision, mission, and values of FAI in an Indigenized team environment.

The Ikayuq provides administrative support services across initiatives with the professional skills necessary to nurture relationships both internally and externally to FAI. A strong Ikayuq enjoys interacting with people, being helpful behind the scenes, supporting and identifying smooth and efficient processes, keeping things organized, jumping in to help with all that needs to be done, and is comfortable being trained in FAI's dialogue hosting process to help when needed on a range of topics that often include trust-building, racial equity, and intergenerational trauma and healing.

We look to all members of our team for positive and professional attitudes, as well as a strong work ethic that exemplifies the high expectations of our Native values. Essential to our team approach is finding members who are the right fit and bring the flexibility, capacity, passion, and experience necessary to contribute to the work we are honored to do for our Native community.

All FAI staff members are expected to grow their understanding of and advocacy for our Native peoples, including addressing social justice issues that face our communities, intergenerational trauma and healing, and uplifting our relationships, cultures, and languages. It is imperative that candidates for any of FAI's positions be aware of and willing to do their own personal work in this area in order to be prepared and ensure their work for FAI is culturally and professionally grounded.

Duties and Responsibilities

- Carries out day-to-day administrative functions and operations of FAI, including checking and routing mail;
- Answers FAI's main phone line, routes messages, and proactively coordinates phone coverage at all times;
- Works closely with the Finance Director to expedite payment and invoice requests, deposits, credit card reconciliations, etc.; which includes tracking all payment and invoice requests to ensure payment management is done in a timely manner;
- Assists the Finance Director with audit preparation;
- Arranges travel and related logistics for FAI Staff, Trustees, and other FAI participants as needed;
- Coordinates and supports virtual and/or in-person organizational meetings as directed (this may include scheduling, finding space, serving as a point of contact, disseminating meeting information, ordering catering, ensuring tech needs are met, taking notes, etc.);
- Maintains ongoing organization and stocking of the copy room, storage and kitchen areas, and other common areas within the office;
- Shopping, ordering and coordinating delivery of supplies or other necessary materials as needed;

- Drafts letters, types minutes and other note taking responsibilities as directed, including Board of Trustee meeting minutes upon request;
- Supports the preparation for and success of Board of Trustee meetings, gatherings and events as directed;
- Identifies efficiencies and opportunities to build connections between FAI initiatives to increase impact; and
- Other duties as assigned or necessary to support and sustain success.

General Performance Capacities Needed for Position

- Perform varied tasks to ensure smooth functioning of FAI, able to effectively multitask and prioritize;
- Be organized, friendly, and efficient, especially when answering phone calls, greeting visitors, and handling requests from Trustees, staff, partner organizations, donors, Elders, and community members;
- Perform miscellaneous office duties in a professional and efficient manner including typing, filing, faxing, photocopying, and collating and distributing materials, etc.;
- Be proactive in identifying and carrying out tasks needed to support the success of our work;
- Maintain the office in a presentable and appropriate manner, coordinate with other team members to keep this collective effort organized;
- Be proactive in setting goals and deadlines to achieve efficiencies in work and service support;
- Occasional travel as necessary to support the work; and
- Be adaptable to a changing work environment in order to best support the collective work of FAI.

Skills/Knowledge

- Highly organized and detail-oriented, able to manage and prioritize multiple tasks;
- Exhibits excellent judgment and a positive attitude in all aspects of this role;
- Is tactful, ethical and trustworthy;
- Comfortable with trying new approaches and flexible with organizational needs;
- Strong writing, engagement, interpersonal and communication skills with a variety of audiences;
- Self-starter, strong time management skills - must be able to work well both independently and as an integral member of a team;
- Works with integrity; highly accountable to tracking, following through and completing responsibilities;
- Proficient with standard software such as Word, PowerPoint, Excel and Outlook;
- Open to humbly receiving direction, incorporating personal feedback, and working well under pressure;
- Able to nurture relationships with other FAI staff and supporters, members of the community, other organizations and institutions;
- Strong knowledge, appreciation, experience, and commitment to working with and for Alaska Native people and statewide Native organizations;
- Knowledge of political, social organizations and the cultural ways of life of Alaska Native peoples and the communities and cultures we live and work in is preferred; and
- Ability to work in and add to an Indigenous environment focused on perpetuating Alaska Native knowledges, identities, ways of life, spirit, languages, as well as other areas of indigenizing our organization and our outcomes through our vision and mission.

Education/Work Experience

Minimum of 2 years of experience in administrative support, accounting and/or finance support, and experience in general coordination is necessary.

FAI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a method of communication to explain responsibilities, advertise the job, identify performance measures and potential training needs.