Position title: Innovations Program Administrative Assistant  
Department: Innovations  
Reports to: Innovations Director

Employment status: ☒ Temporary □ Full-time ☒ Part-time  
FLSA status: ☒ Exempt □ Nonexempt  
Effective date: July 1, 2023

Compensation: $25k-$30k Salary DOE  
End Date: September 30, 2023

Reporting Relationship
This is a temporary hybrid position; the Innovations Program Administrative Assistant is responsible and reports directly to Innovations Program Director.

Position Summary
The Innovations A.A. (Admin Assistant) will help in coordinating all events and workshops for both Innovations programs (Tribal and Community). This A.A. will assist in collecting data needed for key deliverables in connection with these innovations and building support systems that help in collecting data needed. The A.A. will help in securing spaces and schedules to build a working calendar. This A.A. will also attend all meetings (Innovations, Healthier Here, Unkitawa Staff) and will help in building working relationships with mainstream healthcare organizations. This position will also support both the Innovations Director and Manager with any other duties and tasks that may arise.

Essential Duties and Responsibilities
The essential functions include, but are not limited to the following:
• Create and update forms and surveys as needed and help with key deliverables.
• Help with creating working documents used for both innovations.
• Take notes at team meetings and file them accordingly.
• Conduct outreach and engagement with individuals and community and create working partnerships with Health care system and maintain relationships.
• Collect key data from workshops and community events and format into deliverables.
• Assist with programming needs.

Requirements and Skills
• Excellent communication skills.
• Proficient in Word and Excel.
• Ability to remain calm and undertake various tasks.
• Excellent time management abilities.
• Ability to hold and maintain scheduling.
• Knowledge of traditional foods and traditional medicines.
• Have knowledge and experience in working with grants.
• Has knowledge of health care systems.

Minimum Qualifications
• Knowledge and/or experience with Indigenous Culture & Community.
• Knowledge and/or experience with Indigenous First Foods and Traditional Medicines.
• Knowledge of current issues, policies, practices and interventions related to Indigenous People.
• Knowledge of personnel policies, practices, and procedures.
• Knowledge of grant process and procedures.

Compensation and Schedule
• Compensation will be determined based on experience
• Observation of all Federally and Culturally recognized Holidays
• Ceremony Leave
• Part time/Salary Position
• Paid twice a month

Requirements
• Must be legally able to work in the USA - visa support will not be provided.
• Local candidates only - relocation assistance will not be provided.
• Hybrid Position - Remote work with ability to meet with greater team once a week, and attend activities at various locations throughout the year.
• Ability to drive and ownership of vehicle to visit various program locations and directors.
• Unkitawa is proud to be an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.
• Your Right to Work - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.