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Administrative Assistant

Position Overview

Responsible for overall office administration: answering and directing calls, greeting and assisting visitors, office cleaning, oversee supply inventory and supply ordering, assisting TVCDC staff with administrative and operational functions as needed, ensuring office environment and all communication is welcoming, professional, and aligned to TVCDC mission.

Reports to

Director of Operations- Samantha Moelter

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Administrative Assistant.

Compensation & Benefits

Compensation: \$9.00-\$12.00 per hour depending on experience

Employment Type: Hourly, non-exempt

Benefits: Health Insurance- Employee premium paid by TVCDC

Dental Insurance- Employee premium paid by TVCDC

Vision & Hearing Insurance- Employee premium paid by TVCDC

Simple IRA with up to a 3% match from TVCDC

Accrued Paid Time Off up to 160 hours per year

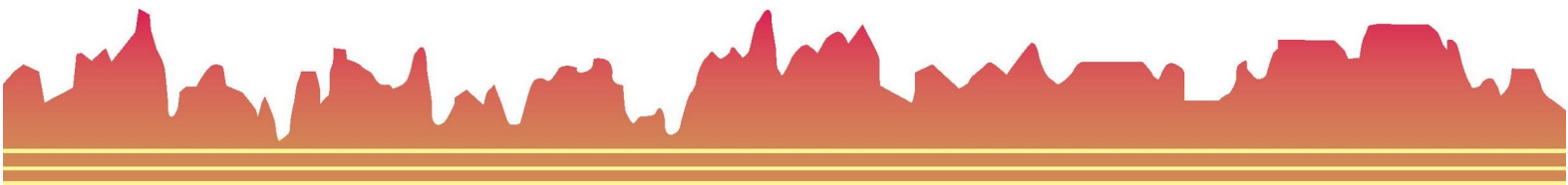
10 Annual Paid Holidays

Essential Duties & Responsibilities

- Answering phone calls, assisting callers as much as possible, and routing calls as needed, taking detailed messages and ensuring message delivery/receipt.
- Greeting and assisting site visitors in a welcoming, professional manner.

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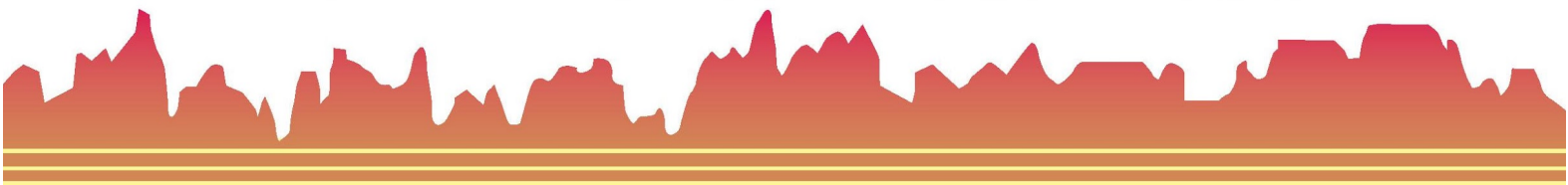
- General filing and organization of fiscal and other documents.
- Assist in calendar management.
- Monitor and maintain office supplies through inventory assessment. Oversee supply requests and orders, anticipating needed supplies, placing and expediting orders as needed. Verify receipt of supplies, maintain records of orders and assists finance in completing credit card/purchase requisitions/reconciliations.
- Ensures all supplies are tracked, inventoried, and stocked in the appropriate place, and staff is aware of storage/access location and ordering/reordering process.
- Prepares expense reports, mileage reports, and similar travel reports.
- Assists Leadership Team and staff with coordinating travel arrangements.
- Daily post office/mail run. Sorting, distribution, and follow-up on mail as necessary. Prepare outgoing mail.
- General cleaning (sweeping, dusting, mopping, etc...) and maintenance of office, to include shared space (main room, kitchen, bathrooms, hallway), dishes and other kitchen cleaning, and bathroom cleaning/stocking.
- Provide administrative overview/training for all new staff (phone training, front desk training, supply order process, copier/fax/scanner training, etc...)
- Sending/receiving correspondence via email in a timely manner.
- Data entry in a variety of programs, creating spreadsheets, and documents to assist in inventory tracking/office organization.
- Assist with Human Resources functions such as online job posting, new hire paperwork/files, and assisting applicants in completing TVCDC application.
- Ensure and maintain equipment functionality by completing preventative maintenance requirements: calling for repairs, evaluating new equipment and assisting in staff training.
- Contribute to team effort by accomplishing results as needed, encouraged to take initiative in planning ahead in anticipation of organization needs.

Qualifications, Knowledge, Skills

- Strong background and work experience in office administration.
- Good computer skills; proficient in Microsoft Excel, Word, Outlook, Gmail, and

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Google drive.

- Excellent communication skills both verbal and written.
- Excellent interpersonal and customer service skills.
- Valid drivers license and reliable transportation available for use to check office mail and run errands as needed.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Excels at operating in a fast pace, community environment.
- Open to direction and collaborative work style and commitment to get the job done.

ADA Specifications

May be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs.

Mission Driven

Employee has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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