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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](mailto:jobs@thundervalley.org). In the subject line include Administrative Assistant.

### **Compensation & Benefits**

Compensation: \$11.92 to \$19.23 per hour depending on experience.

Employment Type: Hourly, non-exempt, not to exceed 40 hours per week.

Position Location: Thunder Valley CDC Porcupine Office, on-site.

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
- Paid Administrative leave during office closures for inclement weather

### **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.
- General filing and organization of fiscal and other documents.

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- 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 and turns in monthly expense reports, mileage reports, and similar travel reports.
- Assists Leadership Team and staff with coordinating travel arrangements.
- Daily post office/mail run and log up-keep. 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.
- Assist Finance Team in filing, data entry, paperwork, and other areas as needed.
- Assist in event planning, coordination, and execution.
- Oversee conference room booking and meeting planning, preparation/coordination, and logistics.
- 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.

- Able to type 55+ words per minute.
- Excellent communication skills both verbal and written.
- Excellent interpersonal and customer service skills.
- Able to work Monday through Friday 8am to 5pm daily.
- Valid drivers license and reliable transportation available for use to check office mail and run local TVCDC 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**

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Administrative Assistant may be required to use the computer for extensive periods of time. Must be able to travel locally. May be required to regularly lift and carry up to 50lbs and at times will need to complete physical work/activities in a variety of weather conditions.

### **Mission Driven**

Ideal candidate 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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