

ADMINISTRATIVE ASSISTANT, PART-TIME JOB SUMMARY

Purpose

The Administrative Assistant will be responsible for administratively supporting the Clinic Director in a variety of administrative functions related to the COVID-19 pandemic. Working up to 24 hours per week, this is a temporary, part-time role that is a result of the COVID-19 pandemic. Anticipated duration to be less than 12 months, no benefits offered.

Responsibilities

- Preparing agendas, minutes, communication to staff and/or committee regarding COVID-19 related meetings
- Assisting in planning, organization and supporting COVID-19 related testing events and programs
- Organizing, tracking and reporting data in regards to COVID funding and budget updates
- Assisting with other COVID-19 events with other Clinic programs such as Title VI
- Oversee PPE supplies, inventory and communication efforts with other staff who order such supplies
- Research the allowed costs for COVID funding and provide updates and/or ideas to the Clinic Director
- Reply to the ND Department of Health for positive COVID-19 cases reported from the Trenton Community Clinic
- Communicate with staff regarding the use of COVID log time for budgeting purposes
- Submit COVID testing result summary to IHS on a daily/weekly basis
- Update COVID Policies and Procedures Handbook as needed
- Filing COVID related communications, documentations and reports accordingly
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Qualifications

- High school diploma and/or GED equivalent; post-secondary degree preferred
- Valid driver's license with acceptable motor vehicle record
- 2+ years administrative assistant experience or similar experience
- Proficient with using standard office equipment
- Proficient with Microsoft Office products including Word, PowerPoint and Excel
- Excellent interpersonal, communication and organizational skills
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please print and complete our employment application.

Applications should be emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.