



JOB POSTING: Administrative Assistant (TWO positions available)

To apply, please fill out the form at:

<https://tribalcleanenergy.libwizard.com/f/employment-app-admin-asst>

The Alliance for Tribal Energy is an Indigenous-led 501(c)(3) nonprofit capacity-building organization supporting the self-determined efforts of Native American tribes to access and deploy federal and other funding streams to build and transition to regenerative clean energy systems as a means to mitigate climate change, diminish poverty, and create thriving economies while protecting Mother Earth for future generations.

Founded in 2016 by a woman of Native American and European descent, the Alliance is focused on empowering underrepresented talent across all identities. The Alliance is an equal opportunity employer and welcomes all qualified applicants regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

We are a diverse team of amazing Native and non-Native human beings who actively work to create an inclusive environment where all of our employees can thrive in an environment free from judgment, harassment, and discrimination. As an equal-opportunity employer, the Alliance is proud to foster a diverse team dedicated to dismantling bias and removing barriers. We firmly believe that diverse experiences, perspectives, and backgrounds not only strengthen our company but also enhance our workplace. Your presence will not only be embraced, but your distinctive thoughts and opinions will be actively encouraged, celebrated, and profoundly valued. We are committed to creating an environment where every individual feels empowered to contribute their unique talents, fostering a culture of inclusivity that propels both personal and collective success.

Position Description

The Alliance for Tribal Clean Energy (ATCE) is seeking a dynamic Administrative Assistant to support members of the senior management team and staff.

The successful Administrative Assistant (AA) candidate will have a flexible, go-with-the-flow spirit and enjoy working within a rapidly growing Native nonprofit organization that is mission-driven, results-driven, and dedicated to supporting Native American tribes in their self-determined efforts to achieve energy sovereignty. The AA will be able to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Administrative Assistant must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential organizational and tribal matters with discretion.

Duties and Responsibilities

Executive Support

The Administrative Assistant (AA), completes a wide variety of administrative tasks, including:

- Managing active calendars for the management team.
- Composing and preparing correspondence that is often confidential.
- Arranging complex and detailed travel plans, itineraries, and meeting agendas.
- Researches, prioritizes, and follows up on incoming issues and concerns, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with managers to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Acts as a "barometer," having a sense of the issues taking place in the organization and among stakeholder groups, keeping managers apprised.
- Successfully completes critical aspects of deliverables with a hands-on approach.
- Prioritizes conflicting needs; handles matters expeditiously and proactively, and follows through on projects to successful completion, often with deadline pressures.

Job duties may evolve, change, be withdrawn, or added to as allowed by law.

Qualifications

- Understanding of Indigenous culture, values, and lifeways. Experience living or working in a tribal community is strongly preferred.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with tribal and other stakeholders, including staff, board members, external partners, and donors.
- Exceptional written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and a high level of professionalism.
- Highly resourceful team player, with the ability to also be effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of internal and external constituent 'customer' service and responsiveness.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced, multi-cultural environment.
- A forward-looking thinker who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor's degree or equivalent combination of work experience and education required
- Strong work tenure: 5+ years of experience supporting senior management, preferably in a tribal or non-profit organization
- Proficiency in the Google Workspace suite of organizational management tools is desired
- This is a fully remote position. Occasional domestic travel may be required.
- Preference will be given to candidates with experience living or working in Tribal communities in the United States.

Required Application Materials:

- A cover letter detailing qualifications for this position.
- A current resume or curriculum vitae.
- Name and contact information for three professional references.

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Questions, email recruiting@tribalcleanenergy.org