

MI'KMAQ NATION

Job Description

TITLE: Executive Assistant

CLASSIFICATION: Hourly/ Non-Exempt/ Full-time

PAY RANGE: \$25-\$30

IMMEDIATE SUPERVISOR: Health Director

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Mi'kmaq Nation (hereinafter, MN).

SUMMARY OF POSITION: The Executive Assistant provides highly organized and proactive administrative and clerical support to the Mi'kmaq Nation Health Director and other select members of the leadership team. This role is vital to ensure seamless day-to-day operations, managing a complex schedule, and facilitating all means of communication with internal and external stakeholders in a timely and accountable manner. This role is essential to helping others, driving efficiency, and supporting optimal services for the MN community.

EDUCATION (AND PERTINENT EXPERIENCE): Associate's Degree in Office Management with a minimum of one (1) year of administrative/secretarial/high-level experience supporting a healthcare executive, to include project coordination; or a combination of a high school diploma with a minimum of three (3) years of administrative/secretarial/high-level experience supporting a healthcare executive, to include project coordination

LICENSES OR CERTIFICATIONS: Current Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:

Advanced proficiency in Microsoft Office Suite (Outlook, Excel, Word, and Teams). Detail-focused orientation and strong ability to drive complex tasks to completion across organizational lines. Experience with budget creation and tracking. Experience creating and maintaining organizational charts, policies and procedures, and vendor files. Strong interpersonal skills and the ability to build relationships with stakeholders at all levels. High level of professionalism and discretion in handling sensitive information. Ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism.

WORKING CONDITIONS: Work is performed in a health department setting, Tribal and/or community buildings. Work requires long periods of sitting, walking, bending, and lifting no more than 50 pounds. There is common exposure to contagious and infectious disease occasionally. Some work-related travel is required

throughout the State of Maine, as well as out of area. The work environment may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors.

FUNCTIONS/TASKS:

Administrative and Operational:

1. Provides clerical support to the Health Director and other Health Department staff as assigned.
2. Prepares for and reports to work, meetings, training, and scheduled appointments on time.
3. Maintains and monitors Health Director calendar, scheduling appointments and meetings supporting balance of time, travel and needs.
4. Serve as a liaison between the Health Director and other internal departments, other Tribal departments and vendors, ensuring timely and effective communication.
5. Conserves Health Director's time by reading, researching, routing, and acting on correspondence.
6. Coordinates, prepares and reconciles travel for the Health Director, and others as assigned.
7. Prepare and edit high-quality reports, presentations, correspondence, etc. ensuring accuracy and professionalism.
8. Prepare and maintain confidential documents.
9. Ensures all measures are taken for onboarding, orientation and out-processing of all new employees, volunteers, interns, service contractors, etc. in collaboration with division directors.
10. Maintains a global training log and works in collaboration with MN Human Resources department.
11. Assume the roles of the receiving clerk for all deliveries, completes necessary paperwork for delivered items, reports all damaged items to appropriate officials/vendors, and forwards receiving documentation and corresponding attachments to the Accounts Payable Clerk. Will also serve as the mail courier between the Health Department and Administration.
12. Prepare, track, record, and reconcile budgets for Health Director and support other division directors on budget matters, as needed. Access to MIP and Microix.
13. Welcomes guests and customers by greeting them (in person, via phone or video), and answers or directs inquiries.
14. Prepares all contracting and MN procurement documents to ensure vendor contracts, supplies and/or services continue without gaps. Oversee and coordinate contractors and maintenance schedules or work orders.
15. Maintains inventory control of office supplies and equipment.
16. Maintains professional and technical knowledge by attending educational workshops, trainings, reviewing professional publications, establishing professional networks; and participating in professional societies.
17. Attends all required training and assigned meetings.

Compliance and Quality Improvement:

1. Gathers and prepares all renewal application documents for AAAHC (Accreditation Association for Ambulatory Health Care).
2. Organize and support the Health Governing Board through meeting agenda, gathering and maintaining supporting documents/reports, transcribing minutes, planning, logistics, and action item follow-up within established timelines.
3. Participates in continuous quality improvement activities and surveys.

4. Leads and ensures compliance with AAAHC standards for the Administrative (ADM) section and collaborates with other program/division leads. Serves on planning committees.
5. Develops, revises, and maintains MHD Administrative standard operating procedures and policies.
6. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy and maintain HIPAA Compliance in performance of position function.
7. Maintain strict adherence to the Privacy Act of 1974.
18. Review and abide by the MN Personnel Manual as well as all MHD policies and protocols.
19. All other duties as assigned.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

Closing date: November 6, 2025

Please send the completed Job Application to the following address or email:

Attn: Human Resources

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.