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**NATIVE AMERICAN RIGHTS FUND**

**745 W. 4<sup>TH</sup> AVENUE, SUITE 502, ANCHORAGE, AK 99501**

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**VACANCY ANNOUNCEMENT**

**TITLE OF POSITION:** Office Administrator  
**DEPARTMENT:** Human Resources & Office Administration  
**REPORTS TO:** Director of Human Resources & Office Administration  
**LOCATION:** Anchorage, Alaska  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** Under general supervision, this position is responsible for providing administrative and clerical support for the Alaska office, including answering/routing calls, maintaining positive contact with clients and staff, managing supply procurement, overseeing the mail system (preparing, posting, routing, etc.); coordinating with the property manager for building maintenance; coordinating equipment service needs; providing administrative support to the Alaska Office staff; providing clerical support for Alaska-specific accounting tasks (in coordination with the Accounting Department). This position observes confidentiality of client matters.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Responsible for general management of the Alaska Office's physical space. Follows NARF processes for the purchasing, maintenance, and repair of office supplies, equipment, and furniture. Communicates with property manager to manage maintenance and repairs of Alaska Office space.
2. Supports various bookkeeping tasks such as submitting and tracking invoices, maintaining records for all Alaska Office vendors, maintaining state licenses and monitoring requirements, initiating and maintaining direct billing accounts, and maintaining petty cash. Securely handles and accounts for cash and checks.
3. Screens telephone calls, records messages, and provides necessary information as requested by caller. Overall knowledge of Microsoft Teams phone system is necessary.
4. Reads, sorts, and dates incoming mail and distributes mail to appropriate staff member. Ensures that outgoing mail is timely processed. Clears out boxes, circulates inter-office materials, arranges courier and expedited mail service, as necessary.

5. Performs day-to-day administrative tasks such as calendaring, filing and document organization, photocopying, scanning, and expense reports. Occasionally assists in ensuring that Alaska office staff administrative paperwork is entered by the appropriate deadlines.
6. Supports the onboarding experience for new employees and volunteers (i.e., office space set-up, receiving equipment sent from IT); assists with employee engagement functions (i.e., new hire welcome events, farewell gatherings); ensures timely posting of state and federal employment law posters.
7. Coordinates with the National Indian Law Library and other staff to maintain the Alaska Office library.
8. Maintains regular physical presence in the Alaska Office. Receives clients and visitors, including NARF staff from other offices. Maintains good public relations with clients. Observes confidentiality of attorney-client relationship.
9. Assists Alaska office staff in making travel arrangements, including attorney travel and client travel.
10. Maintains active Alaska Notary commission and notarizes documents when needed.
11. Other tasks as requested by Alaska attorneys or management.

**SUPERVISORY DUTIES:** None direct.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Three or more years relevant on the job experience, preferably in a law firm.
2. Strong computer skills including working knowledge of all Microsoft Office and Adobe products.
3. Ability to operate a variety of office equipment, including a copier, scanner, fax machine, typewriter, computer (desktop and laptop), projector, and 10-key calculator. Strong sense of familiarity with trouble-shooting small issues with office equipment.
4. Ability to read, write, spell, punctuate, and use appropriate English grammar in order to accurately perform assigned tasks. Ability to speak or write an Alaska Native language is a plus. Meticulous attention to detail is a must.
5. Ability to coordinate travel in rural Alaska.
6. Ability to work independently, organize and prioritize numerous tasks, and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties.

7. Personal automobile required for necessary errands.
8. Ability to retrieve, carry, and distribute files, written documents or office supplies weighing up to 20 pounds and ability to retrieve and replace objects from shelves of up to 6 feet high.
9. Ability to provide information and assistance with ordinary courtesy and tact. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of people, including reporting back to supervisors and attorneys upon completion of a job undertaken at their request.
10. Experience with and knowledge of Native American, Alaska Native, or Native Hawaiian communities and culture.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

**SALARY & BENEFITS:** This is a full-time, non-exempt, position. Salary range is \$56,770 to \$75,270. This salary range is based on one (1) to ten plus (10+) years of experience in the Denver Metro market. Actual salary will depend on years of experience and qualifications.

Generous benefits package includes health, dental, and vision insurance, and paid time off including vacation leave, sick leave, family leave, and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

**APPLICATION PROCEDURE:** Submit via email a cover letter, complete resume, and three professional references to [jobs@narf.org](mailto:jobs@narf.org).