



Position Title: Administrative Assistant
Reporting to: Program Manager
Hours: Full-time | **FLSA Status:** Non-exempt
Salary: \$21-24/hour
Location: Alaska

Position Summary

Alaska Venture Fund believes that by pursuing bold ideas, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. We are currently seeking a driven, detail-oriented individual to serve as an Administrative Assistant for our growing team. AVF's work includes fundraising and supporting community-led investments and partnerships to ensure the future of Alaska and its communities is grounded in the priorities, values, and talents of its residents.

The Administrative Assistant will partner closely with the AVF Program Manager to advance community-driven projects and priorities. The person in this role will serve as a regular point of contact for various partner organizations, contractors, and vendors.

Responsibilities

- Assist with administrative tasks for a remote team of project staff, in collaboration with the Program Manager to handle requests and queries from the AVF team;
- Coordinate in-person gatherings and phone/online meetings alongside the AVF Operations team;
- Manage schedules, book travel and accommodations for team members, and maintain online file systems;
- Assist in the reconciliation and submission of expense reports;
- Keep detailed meeting notes;
- Serve as a point person for partners, contractors, and vendors;
- Write and distribute email, correspondence memos, letters, and forms;
- Provide general support to visiting philanthropic partners;
- Maintain appropriate records and support relationship stewardship for donors, funders and funding prospects to support AVF's various projects.

Requirements

- Knowledge of office management systems and procedures;
- Excellent written and verbal communication skills;

- Strong organizational skills with the ability to manage and track multiple tasks developing concurrently;
- Experience working with Alaska Native people, organizations, and communities;
- Strong alignment with Alaska Venture Fund's values and a commitment to building a more sustainable future for all Alaskans;
- A bachelor's degree or comparable experience;
- Strong background working in Excel/Google Sheets, Word/Google Docs; experience with or willingness to learn team collaboration tools such as Slack.
- Able to work from home and be available for in-person meetings.

Attributes

- Curious, disciplined, and results-oriented;
- Confident self-starter who can advance projects independently, with the discipline to reach out proactively to teammates to brainstorm or troubleshoot in partnership;
- Comfortable working independently and with a team;
- Motivated, flexible, and organized, with strong attention to detail;
- Commitment to the principles of diversity, equity, and inclusion, and an awareness of these issues within the Alaskan context.

About Alaska Venture Fund

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. Together with our partners, we pursue bold ideas, building new models of collaboration and collective action to create lasting change. We believe that by embracing Indigenous principles, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. For more information, please visit alaskaventure.org.

Benefits

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

How to Apply

To begin the application process, please send your resume, an example of your writing, and a cover letter along with the names of two references to info@alaskaventure.org using the subject line: "Name of Applicant -Administrative Assistant". The first round of applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

Hiring Statement

Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting,

developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at hr@newventurefund.org.

Effective: 08/18/22