



Position Title: Administrative Assistant

Reporting to: Program Manager

Hours: Full-time (possibly three-quarter time) | **FLSA Status:** Non-exempt

Salary: \$47,000

Location: Anchorage, Alaska

Position Summary

Alaska Venture Fund (AVF) 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 an experienced Administrative Assistant to directly support our leadership team and serve as a resource to our project teams. This person will be part of a core team that ensures the operations of AVF are conducted in a manner that is professional, effective, and aligned with our organizational values.

AVF maintains an office in downtown Anchorage. The administrative assistant is a member of and a resource to AVF's Operations team. The person in this role is expected to work in the office a minimum of two days per week, generally in coordination with other operations team members. Limited in-state travel may be required.

Responsibilities

- Assist with administrative tasks for a geographically distributed team of project staff;
- In collaboration with the Program Manager, handle requests and queries from the AVF team;
- Manage schedules, book travel and accommodations for AVF Partners as requested;
- Coordinate in-person gatherings and phone/online meetings for AVF's team;
- Maintain online file systems;
- Assist in the reconciliation and submission of expense reports;
- Keep detailed meeting notes as requested;
- 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;
- An associate's degree or equivalent work experience;
- Strong background working in Excel/Google Sheets, Word/Google Docs; experience with or willingness to learn team collaboration tools such as Asana and Slack.

Attributes

- Motivated, flexible, and organized, with strong attention to detail;
- 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;
- 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 April 30th. 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: 04/09/23