



Position Title: Administrative Assistant
Reporting to: Program Manager
Hours: Full-time | **FLSA Status:** Non-exempt
Salary Range: \$47,000-\$52,000
Location: Anchorage, Alaska

Position Summary

Alaska Venture Fund is currently seeking an experienced Administrative Assistant to join our Operations Team in a full-time capacity.

The ideal candidate will be a self-starting, get-things-done person who is passionate about quality, has a strong sense of accountability to their responsibilities and teammates, and excels at communicating with people in remote and hybrid work environments. They will have proven ability to deliver results in a diverse and dynamic environment and be adaptable to changing needs, while still insisting on high standards and accountability to the work.

Who We Are

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. We believe 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. Though we are a non-profit, we approach our work with the spirit of a venture fund, driving for major impact and tolerating risk in the service of transformational change.

What You'll Do

The Administrative Assistant, who will be based in Anchorage and will report to the Chief Operating Officer, is responsible for the following:

- Serving as a direct resource to the Managing Partner and the Chief Operating Officer, including assisting them with scheduling and tasks related to their management of AVF's work and team;

- Providing direct support of in-person meetings and events and virtual meetings for AVF's team;
- Maintaining AVF's office as a productive space for our team, in keeping with our values and brand;
- Providing administrative support across our range of projects and investments, including processing contractor and honoraria payments;
- Supporting AVF's leadership team ("the Partners") by coordinating the logistics of their meetings and ensuring they have the resources they need for their work together;
- Ensuring documents are properly filed and accessible in AVF's online file system;
- Providing support to special events.

AVF maintains an office in Anchorage. The person in this role is expected to work in the office a minimum of four days per week, serving as a connector and a steady presence for a busy team.

Who You Are & Keys to Success

To be successful at this job, you will excel in four areas:

- **High volume, high efficiency:** AVF is a busy place, and your job is to make it easy for our team members to do their jobs. You maintain systems for keeping tasks from slipping through the cracks. You are able to juggle competing demands and prioritize without sacrificing quality. You get back to people in a timely manner and take pride in providing clear, helpful information.
- **Attention to detail:** You aim to leave things better than you found them. As the keeper of our team's online file systems, you will be passionate about order and organization, and take steps to ensure files and systems are up to date so everyone has what they need. When mistakes happen (which they will!), you address them quickly and look for ways to prevent similar errors.
- **Initiative and discipline:** You have the confidence to advance the work that you've been assigned, and the discipline to reach out proactively to teammates when projects are stuck or need input. You have organizational skills with the ability to manage and track multiple tasks developing concurrently.
- **Relationship-building:** Part of your job is connecting with people from many different backgrounds. You find (and even create) opportunities to deepen connections and build authentic, mutual relationships with your teammates. You truly welcome viewpoints that differ from your own, and you're able to "sit with" discomfort when people express themselves in ways that aren't familiar to you.

Requirements and Qualifications

- Knowledge of office management systems and procedures;
- Excellent written and verbal communication skills;
- Experience working with Alaska Native people, organizations, and communities;
- Strong background working in Excel/Google Sheets, Word/Google Docs; experience with team collaboration tools such as Asana, Monday.com or Trello and with expense reporting tools like Concur are a plus.
- Limited in-state travel may be required, primarily for all-team meetings or retreats.

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 applicants@alaskaventure.org using the subject line: "Name of Applicant - Administrative Assistant". The first round of applications will be reviewed on January 30th, 2024. 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.

E-Verify

NVF participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and

employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

Effective: 12/20/2023