



**KEE CHA'A-NEYR CORPORATION  
JOB DESCRIPTION**

**EXECUTIVE ASSISTANT**

**Location:** Northern California

**Organization:** Kee-Cha-E-Nar Corporation (KC), Yurok Tribe

**Reports to:** KC Board of Directors

**Employment Type:** Full-Time (32 Hours)

**Salary Range:** \$51,750.40 - \$85,679.36

**Organization Overview**

Kee Cha-E-Nar (KC), meaning “It Will Be New,” is a nonprofit organization established by the Yurok Tribe for public and charitable purposes. KC is dedicated to advancing justice and promoting community well-being by supporting the essential programs and services of the Yurok Tribal Court. Projects and initiatives include cultural engagement and mentorship, wellness, recovery, and reentry support, transformational housing development, advocacy and action for Missing and Murdered Indigenous Peoples (MMIP), and support for victims of crime. Our mission is to strengthen tribal sovereignty and foster healing through collaborative efforts that uphold culturally grounded legal initiatives. See <https://keechaenar.org/> for more information.

**Position Summary**

The Executive Assistant serves as a key administrative and operational support to the KC Board of Directors, CalAIM programs and the broader organization. This multifaceted role combines traditional executive support with higher-level program management, grant management, financial oversight, bookkeeping, and strategic coordination. The ideal candidate is highly organized, proactive, and capable of managing complex tasks across multiple domains.

**Key Responsibilities**

**1. Board Support**

- a. Serve as primary liaison between the Board of Directors, KC staff and contractors, and Yurok Tribe personnel.
- b. Schedule and coordinate KC Board meetings, prepare agendas, take minutes, and track follow-up actions.
- c. Manage organizational calendars, correspondence, and document filing systems.
- d. Maintain confidentiality and professionalism in all Board-related communications.

**2. Operational Support**

- a. Design, develop, and maintain efficient administrative workflow systems that support complex program operations and ensure compliance with organizational policies, procedures, and regulatory requirements across KC programs.
- b. Support program implementation through logistics coordination, preparation of materials and reports, and clear, timely communication with internal teams, partners, and external stakeholders.
- c. Assist in monitoring program performance metrics, including data collection, quality assurance checks, and preparation of summaries for internal review and funder reporting.
- d. Facilitate coordination between program, finance, and compliance teams to ensure alignment between service delivery, data systems, and funding requirements.

- e. Assist in the development, implementation, and continuous refinement of CalAIM-related programs, supporting workflows, documentation, and service delivery in collaboration with the CalAIM Manager.
    - i. Contribute to the design and maintenance of systems for capturing, tracking, and maximizing reimbursable activities, including support for billing workflows, documentation standards, and data accuracy.
    - ii. Collaborate with program leads to identify opportunities to enhance operational efficiency, strengthen revenue capture, and improve integration across CalAIM service components.
- 3. Grant Management Support**
- a. Assist in monitoring program outcomes and compiling data for grant reports.
  - b. Draft grant reports in collaboration with program leads.
  - c. Research and track federal, state, local, and private grant opportunities aligned with program needs and organizational priorities.
  - d. Monitor upcoming funding cycles, policy changes, and emerging trends to anticipate new sources of support.
  - e. Maintain a calendar of funding deadlines and ensure timely dissemination of relevant opportunities to internal stakeholders.
- 4. Financial Administration**
- a. Perform bookkeeping duties across KC programs including accounts payable/receivable, reconciliations, and financial recordkeeping.
  - b. Process payroll and/work with subcontractors and support compliance with labor regulations and organizational policies.
  - c. Assist in budget development and tracking expenditures to ensure alignment with approved budgets and grant allocations.
  - d. Coordinate procurement of supplies and services, ensuring adherence to organizational policies and maintaining accurate documentation.
- 5. Event Planning & Logistics**
- a. Plan and execute organizational events, trainings, and community outreach activities.
  - b. Manage venue bookings, catering, materials, and communications.
  - c. Ensure events align with strategic goals and reflect organizational values

**Qualifications**

1. Strong understanding of office management, payroll systems, budgets, grant-funded programs, and fiscal processes.
2. Demonstrated bookkeeping and accounting experience.
3. Ability to create, refine, and manage efficient administrative workflow systems that support complex organizational operations while ensuring compliance with applicable policies, procedures, and regulatory requirements.
4. Advanced computer skills, including proficiency in Microsoft Office Suite, QuickBooks.
5. Ability to quickly learn and adapt to new web-based tools and software required.
6. Experience working with little or no supervision.
7. Excellent written and verbal communication skills.
8. Experience handling confidential information with discretion.
9. Must understand the meaning and responsibility of confidential information.
10. Ability to manage multiple priorities with attention to detail and deadlines.
11. Ability to communicate tactfully with employees, general public, and Council.
12. Knowledge of project management and/or grant management, and basic objectives, deliverables, and reporting principles preferred.

13. Familiarity with tribal governance or experience working with Indigenous communities preferred.

### **Education & Experience**

1. **Minimum:** Associate or bachelor's degree in nonprofit/business administration, communications, or a related field, plus at least five years of relevant professional experience.
2. **Preferred:** Minimum qualifications plus demonstrated experience in project or program management, office management, nonprofit administration, and workflow development.
3. Equivalent combinations of education and experience are acceptable.

### **Work Environment**

1. This position is currently remote with some in-office responsibilities. If KC acquires a physical office, the role may transition to full in-office work with 90 days' notice.
2. Flexibility in scheduling is essential, as evening and weekend hours may be necessary to meet community needs and participate in cultural events.
3. The role involves handling sensitive and confidential information, requiring discretion and adherence to privacy standards.

### **Compensation & Benefits**

1. Competitive salary based on experience.
2. 32-hour work week.
3. Health, dental, and vision insurance.
4. Paid time off and holidays.
5. Professional development opportunities.

### **Conditions of Employment**

1. All applicants are subject to the KC's Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on KC's insurance policy.
3. Ability to work with all phases of community in confidential, non-judgmental manner.
4. THIS POSITION REQUIRES A BACKGROUND CHECK.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to program participants, contractors, and other employees of KC and the Yurok Tribe. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - a. Close vision (clear vision at 20 inches or less).
  - b. Color vision (ability to identify and distinguish colors).
  - c. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - d. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Application Instructions**

Please submit a KC Application for Employment, available at <https://keechaaneyr.org>, along with supporting documentation, via email to the hiring committee at [kcen@yuroktribe.nsn.us](mailto:kcen@yuroktribe.nsn.us). Applications will be reviewed on a rolling basis.

**Hiring Certification**

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all KC policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
KC Board Chairperson Signature

\_\_\_\_\_  
Date