



Job Announcement

Administrative Associate for the Rising Voices, Changing Coasts Hub

Deadline to apply: Friday, January 6, 2023

The Haskell Foundation seeks a half-time Administrative Associate for the *Rising Voices, Changing Coasts Hub*. The position may be based at Haskell Indian Nations University in Lawrence, Kansas or work remotely. The initial contract will be for one year, with the potential to extend through June 2027.

Background: The Haskell Foundation, which supports Haskell Indian Nations University, is the fiscal-sponsor for the Rising Voices, Changing Coasts (RVCC) Hub, a large-scale, 5-year project funded by the National Science Foundation (NSF). Through the RVCC-Hub, Indigenous knowledge-holders from diverse coastal regions will work with university-trained scientists and students to address coastal hazards and the impacts of a changing climate in the context of their communities.

Job Description: Serves as administrative support associate for actions and tasks, online meeting support, event coordination, travel arrangements, and communications logistics; ensures high levels of organizational effectiveness, communication, and safety; maintains a positive and engaging work environment.

Responsibilities include:

1. Administrative Support

- Point person to field and direct RVCC-Hub team members' inquiries
- Assist the Principal Investigator, Project Manager & Project Coordinator
- Assist with project reporting
- Assist coordinating with partner institutions
- Assist coordination of student internships and Native faculty externships
- Coordinates with post-award specialist and Haskell Foundation Director to purchase supplies and equipment
- Participate in twice-weekly meetings with Haskell Admin Hub Team
- Maintain and update RVCC-Hub master calendar
- Send out reminders to staff/partners about key deadlines and events

- Create action alerts in project management software after all-hands meetings, Haskell admin meetings, and annual in-person hub meeting
- Monitor all action alerts in project management software and send reminders with deadlines, as needed
- Maintain Contact Database of all Partners, Team Members, and record contact times/dates/meeting notes for internal use
- Maintain and organize internal Admin storage management system

2. Online Meeting Support and Scheduling

- Schedule monthly all-hands online meetings
- Work with the Haskell Hub Admin Team and Working Group leads to set-up scheduling polls, send email reminders, and determine the best meeting times for scheduling online meetings, as needed
- Help note-take during Haskell Admin Hub Team twice-weekly meetings, all-hands monthly meetings, and annual in-person meetings
- Go through and clean-up transcripts for online meetings (all-hands meeting, working groups) and annual hub in-person/hybrid meeting, as needed

3. Event Coordination (in-person and hybrid)

- Lead event coordination and travel logistics for annual all-hub meetings
- Support regional leads for logistics for regional hub in-person meetings, as needed
- Responsible for printing and organizing materials and supplies for the meetings
- Works on travel logistics for any additional travel funded through the Haskell budget
- Coordinates with the post-award specialist on travel budgets

4. Communications logistics

- Support Project Coordinator with copy-edit and publication of quarterly newsletter, blogs, and other public-media
- Coordinate with the Communications Team for public-facing media
- Maintain content database using *online platform*

Qualifications

- At least 2-years work experience, or an Associate's Degree with paired work experience, in administrative coordination, office management, event coordination, communications, and/or transferable experience
- Values and experience in working with a diversity of people, places, and unique cultural contexts
- Proficiency in Microsoft Office (e.g., Word, Excel, Powerpoint)
- Ability to learn new software
- Familiarity with email, scheduling tools, Asana, Zoom, Google Drive, Word Press, project management software, document transcription
- Attention to detail and problem solving skills
- Excellent verbal and written communication skills
- Excellent time management skills and ability to multitask and prioritize work
- Strong organizational and planning skills

- A creative mind with an ability to suggest improvements
- Skilled at working in a team and collaborative environment
- Effective and appropriate communication skills
- Ability to be nimble and flexible in an evolving work environment
- Self-directed in work, also knowing when to ask a question or for support
- An active and good listener who can support others to thrive and succeed
- A focus on ethics and upholding community agreements and values
- An ethical and caring person who values human diversity and uniqueness

Salary, Benefits, and Hours: Starting rate of pay is \$24.41 per hour for 20 hours per week. This is a contracted, half-time position, without benefits.

Application must include: (1) cover letter (tell us why you are interested in the job) and (2) resume, with contact information for 3 professional references (full name, affiliation, email, phone number)

Send application materials to:

Andi Weber, aweber@haskellfoundation.org.

All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).