

**JOB NUMBER: WDC-17-007**  
**JOB TITLE: WDC Administrative and Communications Assistant**  
**Supervisor: Compliance and Officer Manager**  
**Status: Part Time – Hourly Non-Exempt**  
**Office Location: Grand Rapids, MI**

Waséyabek Development Company, LLC (WDC) is a newly formed legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities.

## **POSITION SUMMARY**

The position is responsible for providing administrative and communication support to WDC and subsidiary companies in our Grand Rapids office. Develop and maintain multi-company websites. Provide graphics and formatting for presentations and proposals and providing a broad variety of administrative duties. The position works closely with all employees, customers and related agencies and or enterprises to provide support for day-to-day administration.

## **ESSENTIAL FUNCTIONS**

### *1. Administrative Assistant*

- Promptly, accurately, professionally and courteously receive all telephone calls and visitors
- Prepare and process incoming/outgoing mail
- Coordinate and prepare packages for drop-off or pickup
- Sign for deliveries when necessary and notify recipients
- Maintain office supply inventory, prepare and place orders for supplies as needed
- Prepare business card orders
- Responsible for accurately entering data into document tracking system
- Coordinate and plan working luncheons, meetings and special events. Confirm attendance of participants and communicate details (to include coordinating, catering meals, and ordering supplies, etc.) Restore orderliness to area
- Assist Compliance and Office Manager

### *2. Communications Assistant*

- Responsible for multi-company website development and maintenance
- Manages company social media channels, including Facebook, LinkedIn, Twitter, and other relevant platform sites
- Engages in social media presence creation on new and emerging social media platforms

- Assists with social media projects, events, and community management
- Proposes new ideas and concepts for social media content
- Post and maintain all social-media sites; Company Facebook, LinkedIn and Twitter
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist with develop marketing material including proposals, statements of qualifications, presentations, advertisements, and award submission
- Prepare, update and maintain a library of materials needed for marketing, events, conferences, trainings and meetings
- Responsible for inventory control of company literature for respective division or office
- Assist staff members with presentations, graphics and proposals
- Other duties as may be assigned

## **RISK MANAGEMENT**

- Monitor social medial sites to ensure WDC , subsidiary companies compliance

## **COMMUNICATION**

- Effectively and regularly communicate with the WDC Compliance and Officer Manager and staff members
- Support WDC's values, principles, vision, mission
- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public
- Support involvement may include producing reports, graphics, presentations, and other visual material

## **STRATEGIC PLANNING**

- Assist with the development of short and long-term organizational goals
- Contribute to the development of the WDC's vision and mission

## **LEADERSHIP**

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels

## **MINIMUM QUALIFICATIONS**

- High School graduate
- Associates or Bachelor's degree preferred
- Minimum of 2 years' experience as Administrative Assistant
- 2 – 5 years Website Development and Maintenance
- Ability to work onsite Grand Rapids, MI

- Excellent interpersonal and communication skills on the phone, in person, and written with the ability to convey information in a clear, focused and concise manner
- Self-starter with excellent creative design process, organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments
- Strong graphic and design ability for presentations and public relations materials
- Proficient in Microsoft office suites including; Word, Excel, PowerPoint and Adobe
- Proficient in Social Media updates including Company website, Facebook and LinkedIn
- Advanced written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Ability to pass a pre-employment drug screen
- Ability to pass an background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by WDC

## **PHYSICAL REQUIREMENTS**

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

## **TRAVEL**

This position may require travel up to 5% of the time

## **POSITION TYPE**

This is a part-time non-exempt position that may lead to a full time non-exempt position

## **RELOCATION**

Relocation expenses are not provided

## **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion,

creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.