



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: March 18, 2026

Closing Date: Open until filled

AAA Administrative Assistant

Hourly Rate: \$20 - \$22 (DOE)

SCOPE OF WORK: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

The Administrative Assistant provides administrative and clerical support to the Area Agency on Aging (AAA) staff and director. This role ensures day-to-day operations by coordinating schedules, managing communications, maintaining records, and assisting in program and project support. Role requires consistent punctuality and reliable attendance.

Duties and Responsibilities:

- Answer calls, emails, greet clients, vendors, and visitors warmly, directing them to appropriate personnel and route appropriately.
- Draft, edit, distribute, and manage a wide range of communications and materials, including electronic and physical files, documents, spreadsheets, presentations, memos, correspondence, mailings, emails, invoices, reports, social media content, newsletters, website updates, flyers, and brochures. Develop sign-in sheets and maintain meetings notes, meeting folder, hand-outs, etc.
- Process purchase orders, invoices, expense reports, and basic financial documentation.
- Coordinate and schedule appointments, calendars, in-person and virtual meetings, and events.
- Must reside in the Metropolitan Phoenix area, AZ. Must be willing to travel statewide as needed for trainings.

Knowledge and Abilities:

- Excellent organizational abilities and effective time-management skills.
- Skilled in Outlook, Microsoft Office (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms.
- Typing proficiency of 50 words per minute with a high level of accuracy.

Education Requirements and Experience:

- High School Diploma or GED required plus 2-3 years of administrative support experience (preferred) or a combination of education and experience that is equivalent.
- Knowledge of Tribal, State, and Federal governments is preferred. Must have a valid Arizona driver's license and submit to a background check.
- Employment is contingent on passing a Level One Fingerprint Clearance with the Arizona Department of Economic Security's Central Background Checks portal and to maintain enrollment in good standing throughout employment.

Benefits: Medical, Vision, and Dental Insurance, Short/Long Term Disability and Basic Life Insurance, Retirement Benefits Contribution, Paid Holidays (13) plus Paid Leave. Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe