

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-03

Corporate Executive Coordinator

JD NUMBER	JD-EMK-03
FLSA STATUS	Non-Exempt
EEO CATEGORY	Administrative Support Workers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	None (individual contributor supporting the President & CEO)
DEPARTMENT	Executive

POSITION SUMMARY

The Corporate Executive Coordinator provides direct executive support to the President & Chief Executive Officer while serving as the Corporation's records and governance hub. In addition to executive assistance (scheduling, correspondence, travel, calendar management), this role owns the Corporate Secretary function — Board packet preparation, minutes-taking at all Board and committee meetings, DCCED filings coordination, and maintenance of official corporate records. The Coordinator also owns HR coordination for the Corporation (employee onboarding, benefits administration, ADP payroll entry, PTO tracking) and the Corporation's centralized calendar and correspondence functions. This is a highly trusted role requiring exceptional discretion, organization, and Yup'ik cultural fluency.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage the CEO's complex calendar, including scheduling board meetings, shareholder meetings, agency meetings, and travel itineraries.
- Coordinate all travel logistics (flights, lodging, ground transportation) for the CEO and executive team, including bush Alaska travel.
- Draft, proofread, and distribute executive correspondence, board meeting packets, and shareholder communications.
- Serve as primary point of contact for the Board of Directors; distribute board materials and track action items.
- Maintain confidential corporate records, including board resolutions, shareholder records, and executive contracts.
- Coordinate logistics for annual shareholder meetings, board retreats, and executive team offsites.
- Process expense reports, vendor invoices, and executive purchasing requests in accordance with corporate policy.
- Monitor and triage the CEO's email inbox; draft responses and flag urgent matters for attention.

- Manage office supplies, vendor relationships, and office facility coordination for the Emmonak, AK executive office.
- Support special projects and research assignments for the CEO and executive team.
- Maintain a filing system for corporate governance documents, contracts, and regulatory submissions.
- Greet visitors and manage front-office communications for the corporate office.

REQUIRED QUALIFICATIONS

- Associate's or Bachelor's degree in Business Administration, Communications, or related field.
- Five (5) or more years of experience as an executive assistant or senior administrative professional.
- Advanced proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Exceptional written and verbal communication skills; high level of discretion with confidential information.
- Proven ability to manage competing priorities and meet deadlines in a fast-paced environment.
- Advanced proficiency in Microsoft 365 (Outlook, Teams, SharePoint, Word, Excel, OneDrive).
- Experience with Granite Records Management (or comparable corporate records / FOIA-tracking platform) is required; training will be provided if specific platform experience is limited.

PREFERRED QUALIFICATIONS

- Prior experience supporting C-suite executives in a government contracting or Alaska Native corporation context.
- Familiarity with SBA 8(a) program documentation or tribal corporate governance.
- Experience coordinating travel to rural Alaska locations.
- Certified Administrative Professional (CAP) designation.
- Bilingual proficiency in Yup'ik and English.
- QuickBooks Online familiarity for expense coding and reconciliation support.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary office environment. Must be able to sit for extended periods and operate computer and office equipment. Occasional travel to Emmonak, AK for shareholder and board meetings.
Work environment	Emmonak, AK corporate office. In-person presence required to maintain the corporate records, Board packets, and executive support functions of the role.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native–owned 8(a)–pursuit firm and a Buy Indian Act–qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date