



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-313-3841

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



Administrative Assistant

Reports To: BBRCTE Executive Director

Compensation:

- Full Time: 40 hours/week
- \$24.23-\$28.48 per hour DOE
 - REVIEW OF SALARY PLACEMENT AT CONCLUSION OF 90 DAY PROBATION PERIOD

Start Date: August 3, 2026

Location: Palmer

Application Closing Date: April 22. Open until closed afterwards.

GENERAL STATEMENT OF JOB

The Administrative Assistant (Executive Support) plays a key role in ensuring the day-to-day operations of the Bristol Bay Region Career and Technical Education (BBRCTE) program run smoothly and efficiently. This position serves as a central hub for communication, coordination, and logistics across the organization.

Working closely with the Executive Director and program staff, this role supports travel coordination, financial tracking, purchasing, reporting, and overall program logistics. The position is designed as a hands-on, learning-focused role; ideal for someone who is highly organized, adaptable, and eager to grow their administrative, financial, and operational skill set while supporting a dynamic regional program.

This individual will help manage the behind-the-scenes details that make both in-person and virtual CTE programs successful across multiple communities.

ESSENTIAL JOB FUNCTIONS

1. Coordinate student and staff travel, including flights, lodging, and itineraries
2. Support planning and execution of CTE programs, intensives, and events (virtual and in-person)
3. Manage schedules, meetings, and communication across staff, schools, and partners
4. Serve as a primary point of contact for internal and external communication
5. Coordinate shipping, inventory, and distribution of supplies across school sites
6. Maintain organized systems for documents, files, and shared team resources
7. Develop and manage systems for communication, project tracking, and updates
8. Track expenses, purchases, and budgets; assist with financial reporting and record keeping
9. Support purchasing processes and vendor coordination
10. Compile reports and documentation related to grants, funding, and compliance requirements
11. Collaborate with instructors, school staff, and regional partners to support program delivery
12. Ensure smooth day-to-day operations through strong organization, attention to detail, and problem-solving
13. Build and maintain positive, professional relationships with staff and community partners
14. Perform other duties as needed to support overall program success

QUALIFICATIONS: Education, Experience and Skills Preferred:

Education/Experience:

1. Experience in administrative support, office coordination, or similar role
2. Familiarity with budgeting, purchasing, or financial tracking (or willingness to learn)
3. Experience coordinating travel or events
4. Proficiency in Microsoft Office / Google Workspace
5. Experience working in education, nonprofit, or rural Alaska settings is a plus



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-313-3841

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



Skills:

1. Highly organized and detail-oriented
2. Strong communicator with a collaborative mindset
3. Comfortable managing multiple tasks and shifting priorities
4. Interested in learning financial systems, logistics, and program operations
5. Self-motivated and proactive
6. Adaptable and solutions-focused, especially in rural or remote environments

WORKING CONDITIONS: Physical Requirements: Ability to perform the essential functions of the job, including:

1. The job requires a normal range of mobility with reasonable modifications
2. Work long or unusual hours when the situation demands
3. Ability to travel, including in small aircraft
4. Vision abilities required include close vision, distance vision.
5. Hearing within the normal range (with or without aide) required
6. Dexterity to operate a computer
7. Work under pressure of timelines
8. Lift objects up to 75 lbs
9. Sit and stand for extended periods of time when performing the tasks of the job

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. All qualified applicants will receive consideration for employment without regard to race, color, sex, handicapping condition or national origin.