



<b>Job Position: Community Outreach Assistant</b>	<b>Status: Part-Time</b>
<b>Division: Satellite Office -Chicago and Houston</b>	<b>Salary: Depending on Experience</b>
<b>Posting Date: April 5, 2022</b>	<b>Closing Date: April 20, 2022</b>

## **Job Description**

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### **Summary:**

The Tunica-Biloxi Tribe Community Outreach Assistant is responsible for providing organizational and clerical support services in the delivery of the Tribe's Programs, Services, Functions and Activities (PSFAs) in the Satellite Offices in Chicago and Houston offices, respectively. The Community Outreach Assistant will demonstrate a commitment to Tribe's mission by building strong relationships with community members.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Demonstrates a commitment to Tribe's mission by building strong relationships with community members by communicating the Tribe's PSFAs.
- Represents the Tribe with the highest level of professionalism by demonstrating integrity and respect
- Develop and maintain a database of local organizations, volunteers, donors and contacts
- Establish and maintain communication with recruits and volunteers to ensure support of successful outreach events.
- Assists in coordination, planning and communication of local community outreach events, workshops with community partners and volunteers.
- Maintain a network of communication through the development of newsletters and approved post for Social media content, management and engagement
- Responsible for handling confidential information and maintaining professionalism in dealing with Tribal Membership and Council
- Act as a seamless extension of the Director and will work closely with other departments throughout the organization



- Answer all phone calls in a professional manner, take messages, or assist directly when appropriate
- Coordination of internal and external meetings to include room reservation, dial-in conference call numbers, equipment set-up, catering, and all meeting agendas & materials
- Available to work some weekends
- Must have reliable transportation; travel may be required

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Proven ability to set and manage expectations with competing priorities to achieve objectives
- Ability to work independently with minimum direction
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully
- Proven ability to communicate in an expedient and effective manner
- Demonstrate effective presentation skills to a group or individual.
- Highly detail-oriented, analytic, energetic and self-motivated individual with the ability to be persuasive.
- Must have knowledge of and ability to work with appropriate hardware and software applications
- Must possess the ability to navigate complex calendar and planning programs

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Education/Experience:**

- An Associate’s degree with a concentration in Humanities, Informational Science or related field;
- A minimum of 3+ years’ experience in providing administrative support
- Experience working with Tunica-Biloxi or other Native American communities is preferred.

**Certificates and Licenses:**

- Must engage in a minimum of 3 credits of continuing education, programs, seminars or workshops annually
- Must possess a valid State Driver’s license
- Must successfully pass a criminal background check

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending, and sitting for long periods of time. The employee must be able to lift up to 15 pounds unassisted. Candidates must have good eye and hand coordination.

*This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.**

**Proof of tribal citizenship is required to be deemed preference eligible.**

**Disclaimer:**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted



as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at-will” employment relationship.

### **Selection Process:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

### **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

### **SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**P.O. Box 1589**  
**Marksville, La. 71351**  
[HR@tunica.org](mailto:HR@tunica.org)

