

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: August 9, 2024
FROM: Human Resources Department
RE: Administrative Assistant

The Human Resources Department is currently taking applications for a full-time Administrative Assistant in the American Indian Center Houston. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, August 16, 2024 at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.

Attachment: job ad



JOB DESCRIPTION

Job Title: Administrative Assistant
Reports to: AICH Director
Classification: Non-Exempt
Supervisory Status: No

Department: Satellite Office
Employment Status: Full-time
Salary Range: \$20.00/Hr.
Revision Date: August 2024

Position Summary:

The Administrative Assistant will provide comprehensive administrative support to the American Indian Center of Houston. This role is essential for ensuring the smooth operation of the center by handling various administrative tasks, supporting staff, and providing excellent service to visitors and clients.

Essential Functions;

- Answer and direct phone calls, emails, and other inquiries
- Manage the center's calendar, schedule appointments, and coordinate meetings.
- Maintain and organize physical and digital files, ensuring all records are up to date and easily accessible.
- Prepare and distribute correspondence, reports, and other documents as needed.
- Order and maintain office supplies and equipment.
- Ensure the office environment is clean, welcoming, and well-organized.
- Coordinate maintenance and repairs for office equipment and facilities.
- Assist in the planning and execution of events, workshops, and community programs.
- Handle logistics for events, including booking venues, arranging catering, and coordinating with vendors.
- Prepare event materials and provide on-site support during events.
- Assist with basic bookkeeping tasks, such as processing invoices and tracking expenses.
- Prepare and submit expense reports.
- Assist in budget preparation and monitoring.
- Serve as a point of contact for visitors and clients, providing information about the center's services and programs.
- Support outreach efforts by assisting with the creation and distribution of promotional materials.
- Must engage in a minimum of 3 credits of continuing education, programs, seminars or workshops annually.
- Others duties as assigned by the director.

Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's degree in a related field preferred.

Competencies:

- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time-management skills
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Ability to handle sensitive information with confidentiality.
- Strong interpersonal skills and a customer service-oriented mindset.
- Experience working with Native American communities or organizations is a plus.

Working Conditions:

- Office environment with standard office equipment.
- Some physical activity required, such as lifting and carrying event supplies.

Licenses:

- Must possess a valid State Driver's license.
- Must successfully pass a criminal background check.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Disclaimer

This job description 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.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

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.

NATIVE AMERICAN PREFERENCE

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 to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
or
HR@tunica.org