

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** January 19, 2024  
**FROM:** Human Resources Department  
**RE:** Director of American Indian Center of Houston (AICH)

The Human Resources Department is currently taking applications for a full-time Director of American Indian Center, located in Houston Texas. 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](http://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, January 27, 2024 at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_ :\_\_\_\_\_.m.

**Date and hour removed:** \_\_\_\_\_ :\_\_\_\_\_.m.

Attachment: job ad



TUNICA-BILOXI  
LOUISIANA

TRIBE OF  
JOB DESCRIPTION

<b>Job Position:</b> Director of American Indian Center of Houston (AICH)—Houston Office	<b>Status:</b> Full-Time
<b>Division:</b> Administration	<b>Salary:</b> Depends on Qualifications
<b>Reports to:</b> Tribal Administrator	<b>Supervisory Status:</b> Yes
<b>Classification:</b> Exempt	<b>Revision Date:</b> January 2024
<b>Posting Date:</b> January 19, 2024	<b>Closing Date:</b> Open Until Filled

**Summary:** Under general Tribal administration direction, to plan, direct, and organize the overall day to day operations of the American Indian Center of Houston (AICH).

**Essential Duties and Responsibilities:** Duties include the following, other duties may be assigned:

- Leads the mission and vision of AICH by implementing organizational plans based on data-driven analytics, resulting in consistent provision of high-quality, cost-effective services designed to meet the needs of the Greater Houston area Native American community.
- Manage budget to ensure AICH is a financially viable, sustainable organization with the resources to meet current and projected program growth.
- Maintain strict compliance with all local, state and federal laws and regulations.
- Coordinate monthly, quarterly, and/or annual reviews with Tunica-Biloxi Tribe of Louisiana (TBTLA) Tribal Council to successfully meet grant/funding/program requirements.
- Serves as a liaison between AICH, the Houston area TBTLA citizens, Tribal Administrator and TBTLA Tribal Council.
- Advises the TBTLA Council of organization matters; including relevant staffing, funding, and program success and priorities.
- Interacts with governmental, private, and non-profit entities to further efforts in meeting health, wellness and social determinants needs of the Greater Houston area Native American community.
- Serve as the face of AICH, cultivate corporate, individual, and foundation sponsors and partners, actively participate in external events to increase brand in the community. Develop strategic partnerships to increase community awareness and expansion of the programs.
- Provide direction and procedures for AICH programs and initiatives.
- Manage the budgets, requirements and daily operations for all grant funded programs.
- Maintains the AICH website and social media pages.
- Coordinates with the elder’s council for implementation of the Tribal Elder Meal Program.
- Develops community partnerships to provide services and resources to the Greater Houston Native American community.
- All other duties as assigned by the Tribal Administrator.

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

- Synthesizes complex or diverse information;
- Gathers and analyzes information skillfully;
- Manages others to stay within a timeframe and budget;
- Works well in group problem solving situations;
- Effectively communicates both verbally and in writing;
- Shares expertise with others;
- Provides quick turnaround on requests for service and assistance;
- Strong knowledge of technology as this is a remote position and will rely heavily on remote communication/meetings;
- High levels of attention to detail and accuracy;
- Ability to work flexible hours and days as necessary to meet the needs and demands of the Tribe;
- Skilled in planning, organizing, and directing to ensure the effective delivery of services and other office functions;
- Ability to exercise independent and sound judgment;
- Skilled in understanding and interpreting complex laws, rules, regulations, policies and guidelines, including Tribal employment laws; and
- Ability to manage and maintain security of confidential data and information.

**Requisite Qualifications:** To be successful in this position, an individual must be able to perform all essential functions satisfactorily.

**Education/Experience:**

- Bachelor's degree from an accredited four-year college or university.
- A minimum of 5 to 7 years of relevant experience in positions with increasing community responsibility and/or office management.
- Experience in community organizing, community-based programming, real estate, social work, or family services.

**Certificates and Licenses:**

- Must possess a valid State Driver's license and be insurable by the Tribe's auto insurer; proof of personal vehicle insurance is required.
- Candidates must successfully pass a criminal background check.

**Supervisory Responsibilities:** Will supervise AICH staff.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

**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 10 pounds unassisted. Candidates must have good eye and hand coordination.

**Disclaimer:** 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.

*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](mailto:HR@tunica.org)