

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: August 22, 2025
FROM: Human Resources Department
RE: Seasonal Contract Worker

The Human Resources Department is currently taking applications for a Seasonal Contract Worker in the American Indian Center of Houston (AICH). The attached position announcement must be posted ten (10) 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 September 3, 2025, at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.



Job Position: Seasonal Contract Worker	Status: Seasonal
Location: AICH	Salary: 15/Hr.
Posting Date: August 22, 2025	Closing Date:

TUNICA-BILOXI TRIBE OF LOUISIANA JOB ANNOUNCEMENT

Summary:

The American Indian Center of Houston is seeking reliable seasonal contract workers for the period September through December 2025. Work hours will be up to 40 hours per month at \$15/hour. While this position is intended to run through December, it may be extended on an as-needed basis.

Duties:

- Assisting with cleaning and upkeep of the Center
- Helping with events and activities
- Supporting the food pantry program
- Performing other assigned duties as needed

Qualifications:

- Comfortable working indoors and outdoors in various conditions
- Able to lift up to 40 pounds.
- Dependable, punctual, and able to follow instructions with minimal supervision.

Interested individuals, please contact Dr. Julie Zahn at juliezahn@tunica.org or 318-359-2293. Applications will be accepted through the Tunica Biloxi website at www.tunicabiloxi.org under Human Resources.

Positions are limited and will be filled at the sole discretion of the American Indian Center of Houston Director.

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.

This position is subject to tribal, spousal, and Indian preference in accordance with Title XX of the Tunica-Biloxi Tribal Code.