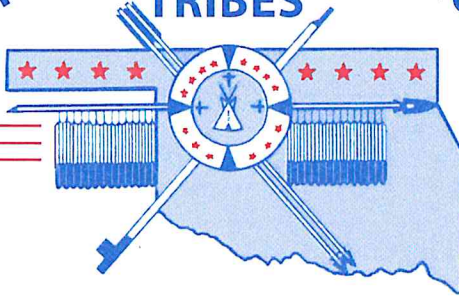


PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCY ANNOUNCEMENT*****

POSITION: Administrative Assistant
LOCATION: Department of Social Services
ISSUE DATE: September 11, 2018 **CLOSING DATE:** September 25, 2018

DUTIES AND RESPONSIBILITIES:

The Administrative Assistant is under the direct supervision of the Executive Director of the Department of Social Services for the purpose of assisting with everyday tasks that is required in operating the Social Service Program, Indian Child Welfare Program, Food Distribution Program, Emergency Youth Shelter, Domestic Violence Program, Elder Care and The HOPE Program and other program that may be implement under the Department of Social Services.

DUTIES AND RESPONSIBILITIES:

The major objective will be providing quality services to programs within' the Department of Social Services by:

- Assisting with any type of paperwork that is necessary for the Department of Social Services, which will not be limited to check request/purchase orders, etc.
- Communicating effectively with individuals through face-to-face contact, through telephone contact, and/or via email
- Attending meetings with service providers, community meetings, etc.
- Assisting in filing paperwork, documents, etc.
- Searching and locating appropriate and feasible grants that would be beneficial for the programs within the Department of Social Services
- Assisting with correspondence with other programs, service providers, etc.
- Assisting with budgets and other financial documents for each program
- Develop and distribute flyers for events, develop power point presentations.
- Assist in planning prevention events and have the experience of hosting meetings to plan events and communicate with other resources
- Assisting with any other duties as assigned by the Executive Director for the Department of Social Services
- Daily Attendance is required not including schedule leave.

QUALIFICATIONS:

- Must have obtained a Bachelor's degree or AA.
- Excellent customer service, encourage positive work environment.
- Must be able to pass OSBI Background check
- Must understand the importance of confidentiality
- Must be willing to attend any training in regards to the job position
- Must have knowledge of principles and practices related to budgeting
- Must possess a valid Oklahoma Driver's License and have dependable transportation
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Must be computer literate, possess good writing skills, and be able to communicate effectively
- Must be willing to work beyond the normal working hours, as needed.
- Cheyenne-Arapaho preference.
- Alcohol and drug free.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org