



Spirit Lake Tribe
 P.O. Box 359
 Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Administrative Assistant/Driver	Open Date:	April 7, 2021
SLT Program:	Vocational Rehabilitation	Close Date:	April 21, 2021

Position Objective:

Major Duties & Responsibilities:

The Driver/ Receptionist is responsible for both consumer transportation and assisting the outreach counselors and Project Director with the clerical requirements of the Spirit Lake Vocational Rehabilitation Project. He or she is responsible for transportation of consumers from their homes to meetings with counselors, job interviews and appointments. He/she also answers telephones, opens and sorts mail, greets consumers and visitors to the project, types office documents such as purchase orders and expense reports, assists in outreach through creating flyers and maintaining the project Facebook page. Other duties as assigned by the Project Director.

The Driver/ Receptionist reports to the Spirit Lake Vocational Rehabilitation Project director.

Qualifications, Experience and education required:

Minimum qualifications:

- A combination of at least two years of education and experience.
 - A. A. degree
 - High school diploma or two years of work experience
- Professional or volunteer experience working with tribal members
- Knowledge of tribal policies and procedures for accounting, such as requirements for invoices, expense documentation
- Proficient with office applications such as Microsoft Office, Publisher
- Experience using social media such as Facebook to promote events
- Excellent written and oral communication skills
- At ease in working with the public
- Must possess and maintain a current, active and unrestricted ND drivers license through course of employment, insurable under SLT driving policy.

Preferred qualifications:

- Experience working in tribal vocational rehabilitation

Job Role:	Administrative Assistant / Driver	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt:	Non-exempt		

Employment Status:	Full Time	Supervision:	Vocational Rehabilitation Director
Monthly Salary Range:	\$1,200 - \$1,800	Manages Others:	No
Number of Vacancies:	One		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		