



## MONACAN INDIAN NATION

### ADMINISTRATIVE ASSISTANT

Salary Range: \$30,000 - \$35,000

Plus Benefits

#### BACKGROUND

The Monacan Indian Nation is Virginia's largest federally recognized tribe located in Madison Heights, VA on a six (6) acre campus. We are in a period of rapid growth and are looking for a full-time Administrative Assistant for the Main Office.

#### JOB SUMMARY

This position reports directly to the Tribal Administrator. This position will manage the tribal office, and handle duties for the upper management. This individual must be efficient and comfortable working with others and alone. Must be able to multi-task while maintaining complex schedules is essential. Must be resourceful, dependable, a great problem solver and organized.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Implement and monitor programs as directed by Tribal Administrator and see the program through to completion.
- Generate memos, emails, and reports when appropriate.
- Assume responsibility for maintenance of office equipment including but not limited to computers, copy machines, etc.
- Maintain office supplies by checking inventory and order items.
- Respond to questions and requests for information.
- Answer incoming calls, process mail, and assume other receptionist duties when needed.
- Attend monthly tribal meetings and other meetings as required.
- Set up and monitor Zoom meetings when required.
- Assist Enrollment Department with data entry and other departments as needed.
- Account for monies received and prepare bank deposits.



## MONACAN INDIAN NATION

### REQUIRED QUALIFICATIONS

- Associate Degree preferred, some college or equivalent work experience.
- Previous administrative experience.
- Knowledge of the Monacan Indian history and willing to learn tribal programs.
- Proficient in Microsoft Office suite.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills.
- Superior organization skills and dedication to completing given projects.
- Must live and reside within a 50-mile radius of the Tribal Center at Bear Mountain in Amherst County, Virginia, or be willing to relocate within the distance requirement at own personal expense.

### PHYSICAL DEMANDS

Mostly sedentary position. Applicant must be able to lift, carry, push, and pull at least twenty (20) pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment. Some travel required.

\*Criminal Background Check and Drug Screening required. \*

\*\*Preference given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certified by respective tribe of affiliation. \*\*