



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Program Activities Assistant
Department: Family Formation Project
Supervised by: Community Project Coordinator
Pay Range: T-4, \$14.42 - \$20.19/hr. (\$29,993.60-\$41,995.20/Annually) DOQ
FLSA: Non-Exempt, Hourly/ Permanent Full-Time

General Duties: Assist the Community Project Coordinator with providing family and community activities, including, but not limited to Workshops, Cultural Events, Family Formation Gatherings, and other activities. Will be responsible for basic office functions to aid the department as needed.

General Responsibilities:

- Handling telephone calls from internal and external sources and refers incoming calls as appropriate, takes messages when needed.
- Copies materials as needed.
- Assist the Community Project Coordinator in implementation of activities, family season gatherings, family formation workshops with sports, prevention activities and youth on-the-job training program.
- Assist with controlling and organizing supplies for events.
- Maintains files related to department.
- Provides Customer Service to both internal and external customers including providing information as needed and directed.
- Responsible for typing correspondence such as letters, memos, and forms, as assigned.
- Always maintains confidentiality.
- Other Duties as Assigned

Supervisory Responsibilities: None

Experience and Education:

- High School Diploma/GED required
- 1-2 years equivalent experience working with families desired.
- Experience working with Native American communities in different areas.
- Knowledgeable of Microsoft Office programs, the internet, and various uses of electronic technology for information and data management.
- Ability to communicate while providing customer service and office assistance to staff as needed.

Other Requirements:

- The individual must comply Drug-Free Workplace, and the Pre-Employment Selection policy.
- Must be able to work weekends and evenings as necessary.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice or confidentiality.
- Ability to lift a maximum of 50 pounds with supervision
- Possess a valid California Driver's License and be insurable under BITC's insurance carrier.
- Must comply with the COVID-19 Vaccination Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ *Date:* _____