



# The Minnesota Chippewa Tribe

## JOB ANNOUNCEMENT

**Title:** Executive Assistant  
**Status:** Regular Full-Time (40 hours per week)  
**Reports to:** MIAAA Director  
**Location:** The Minnesota Chippewa Tribe Office Building, Cass Lake, MN  
**Pay:** \$20.55 per hour, full fringe benefits after 90 day probationary period  
**Deadline:** Application Deadline is Tuesday, November 30, 2021

Administration  
218-335-8581  
Toll Free: 888-322-7688  
Fax: 218-335-8496  
Home Loan  
218-335-8582  
Fax: 218-335-6925  
Economic Development  
218-335-8583  
Fax: 218-335-8496  
Education  
218-335-8584  
Fax: 218-335-2029  
Human Services  
218-335-8586  
Fax: 218-335-8080

The Elderly Programs Executive Assistant provides secretarial and data entry support for the Human Services Division Director and MIAAA Director.

### DUTIES AND RESPONSIBILITIES

- Provide administrative assistance to Human Services Division Director and MIAAA Director.
- Provide support to HS Director and MIAAA Director with contracts.
- Assist with MIAAA records and reports.
- Assure SCSEP time reports are received and enter data on participant contact information, host site contact information, and log into a ledger to track enrollee hours.
- Utilize Grant Utility, PeerPlace and SPARC for data entry and reporting.
- Type correspondence, reports, meeting minutes, and documents on behalf of programs.
- File and maintain documentation of Human Services programs as needed.
- Maintain strict confidentiality of client records.
- Other duties as assigned.

### KNOWLEDGE AND EXPERIENCE

1. Computer skills with working knowledge of Windows, Outlook, Internet Explorer, Zoom, Microsoft Teams, Power Point, Excel, and graphics.
2. Accounting background or experience preferred.
3. Willingness to learn program operations/MIAAA/SCSEP.
4. Developed skills in oral and written communications, word processing, data entry, typing, bookkeeping and report writing.
5. High degree of organizational skills with ability to prioritize and complete required tasks in a timely manner.
6. Secretarial/clerical training or equivalent experience with background in general office procedures.

### Send Application and/or Resume and list of three Professional References to:

The Minnesota Chippewa Tribe, Attn: Joel D. Smith, Director of Administration. P.O. Box 217, Cass Lake, MN 56633

To download an application, visit our website at [www.mnchippewatribe.org](http://www.mnchippewatribe.org)

**EEO-Indian Preference**