



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Administrative Assistant
DEPARTMENT: Early Intervention Program
SUPERVISION: EIP Director and/or Family Service Coordinator
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: April 17, 2023 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

The Administrative Assistant will handle general office tasks and administrative duties. Such as directing communications between colleagues and families of the Early Intervention Program. Organizing and creating files, helping to organize events, entering data, managing mail, maintaining office equipment; help to provide a clean office environment.

DUTIES AND RESPONSIBILITIES

- Professional interactions with the public to answer phones, greet visitors, and interact with vendors/ delivery persons.
- Help to schedule appointments for service providers, developmental screenings, and/or family appointments.
- Help to coordinate staff meetings or other events, such as ordering catering, booking meeting/event location, and/or assisting to arrange physical set up of the event.
- Collate and distribute mail of business and/or tribal mail.
- Help to receive SBC signatures on required documents in a timely manner.
- Prepare communications, such as memos, emails, and other correspondence between our agency & other public agencies.
- Create and maintain an organized filing system, both electronic and physical files, in a designated system.
- Pick up/Drop off documents, mail, and/or finance for accounts payable, payroll, procurement items.

- Maintain an inventory of office supplies
- Maintain/Create mail logs, transportation logs, attendance sheets, student addresses
- Maintain an organized system for all receipts.
- Assist to provide transportation and/or help classroom staff as needed.
- Assist with janitorial or cooking responsibilities as needed.
- Occasionally provide parent/child transportation using a program vehicle following WY car seat laws
- Participate in community events/ activities as a representative of the program outside of regular business hours
- Adhere to Wyoming Mandatory Reporting laws for Child Abuse and Neglect.
- Maintain strict confidentiality for children & families/
- Other work-related duties as assigned by the Director.

QUALIFICATIONS:

Minimum Qualifications:

- Minimum 2 years of work experience
- Computer Skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom, and/or other internet browsers.
- Clean driving record
- **Must submit to background check and drug test.**

Preferred Qualifications:

- Associates degree with 2 years of work experience.
- Computer Skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom, and and/or other internet browsers.
- Clean Driving record
- Infant/ Child CPR

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state **“See Resume“** for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.

- **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.