



*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: Eastern Shoshone Tribe's Victim Services
SUPERVISION: Eastern Shoshone Tribes Victim Services Director
SALARY: \$23.00/hr.
STATUS: Permanent Part-time (20-29 hours/week)
OPENING DATE: July 22nd, 2025 **CLOSING DATE:** August 18th, 2025

POSITION SUMMARY:

Eastern Shoshone Victim Services (ESVS) provides support, safety, and culturally grounded advocacy for survivors of domestic violence, sexual assault, stalking, and sex trafficking on the Wind River Indian Reservation. This position supports the ESVS team as we transition into a new shelter facility in 2025 and continue offering trauma-informed, community-rooted services. The Administrative Assistant will help ensure smooth daily operations, respectful care for those we serve, and ongoing support for the entire ESVS team. This work behind the scenes ensures advocates can focus on clients, and survivors receive what they need when working with our team.

Preference will be given to qualified applicants who are enrolled members of the Eastern Shoshone Tribe or other federally recognized Tribes, in accordance with Tribal employment policies.

DUTIES AND RESPONSIBILITIES:

- Support the Program Manager in tracking and organizing program spending and receipts, assist with payments and supply ordering, and keep program records and calendars organized.
- Help with office and shelter upkeep, preparing and organizing travel and receipts documentation, ensuring repairs and maintenance are scheduled for vehicles and the shelter, and making sure day-to-day tasks run smoothly.
- Participate in onboarding, staff wellness check-ins, and ongoing training in areas including confidentiality and trauma-informed care.
- Approach all responsibilities with respect for confidentiality, cultural protocols, and the lived experiences of the people we serve. Help create a welcoming environment for community members accessing services.

- Create tracking systems, schedules, scopes of practice, and policies as needed to enhance program procedures and ensure the organization of records.
- Assist the Program Director with grant and donation management, including reporting and tracking of grant spending.
- Assist with coordinating and scheduling ESVS outreach and community-focused activities and events, as needed.
- Perform other duties as assigned to maintain and enhance the operation of the program.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:

- Ability to maintain client confidentiality.
- Dependable attendance and reliability.
- Ability to stay organized, plan ahead, and follow through with tasks to help the team run smoothly.
- Knowledge of Eastern Shoshone Tribe and community needs.
- Ability to be comfortable navigating basic computer skills including email, word processing, and data entry; training will be provided if needed.

QUALIFICATIONS:

- Preference is given to applicants with an Associate's degree in a relevant field and/or one year's experience in a similar position. Relevant experience or willingness to learn administrative skills may be substituted for formal education.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Knowledge and understanding of local tribal communities and knowledge of Native American history, culture, traditions, and tribal government.
- This position requires cultural sensitivity and respect for Eastern Shoshone values, traditions, and community relationships. Staff are expected to approach their work with humility, confidentiality, and care.
- An understanding of gender-based violence and its disproportionate impact on Native women and Two-Spirit people.
- Skilled in organization, communication, and interpersonal relations.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

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 lmorgan@easternshoshone.org or 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.