

Kickapoo Tribe of Oklahoma



NOTICE OF VACANCY

EMPLOYMENT: Executive Assistant

DEPARTMENT: Self Governance

STATUS: 1 Full-Time

DEADLINE: July 19, 2011 by close of business 5:00pm

JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Executive Assistant. The Executive assistant will help the Self Governance Director in managing the Community Service Budgets, assist in the planning and development of Transportation needs and Economic Development projects, verify participants at ceremonies and traditional activities. The Executive Assistant will work closely with and assist the Self Governance Department on various projects as needed. The Directors Assistant is under the direct supervision of the Self Governance Director.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent.
- (2) **Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral. Must possess Knowledge of traditional activities and personnel.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language is necessary.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McLoud, OK 74851

or by fax: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.