



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT
OFFICE MANAGER
FULL-TIME, EXEMPT

Purpose. The Craig Tribal Association, a federally recognized tribe, is recruiting for an Office Manager. This is a full-time, Exempt position and pursuant to P.L.638, Indian Preference will apply. This position will supervise administrative staff. In addition, this position will assist the Tribal Administrator with management of daily operations, oversee Scholarship/Vocational Training Programs and other Tribal scholarship programs.

Minimum Knowledge, Skills & Abilities:

- Knowledge and educational preparation in theories, methods, practices in administration and management.
- Knowledge of tribal organization, function and operations of the activity services and higher management directives.
- Skills in writing required for reports, plans, grants proposals, program justifications, etc. - Ability to understand and adapt to the Indian and Alaska Native culture in the community and liaise with other tribal governments in region.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to gather, assemble, and analyze facts, devise recommendations for solutions to management problems.

Minimum Qualifications:

- Combination of education/experience equivalent to AAS Degree.
- Bachelor degree in Business Administration or related area preferred.
- Current valid State of Alaska driver's license, able to be insured with CTA's insurance carrier.
- Minimum two (2) years' experience in supervisory management with increasing administrative responsibility
- Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.

Benefits:

- Health Benefit Stipend
- Retirement
- Leave Benefits
- \$500 Sign on Bonus

Salary Range: \$25-\$30/hr. DOE

Posted: July 15, 2022

Closing Date: Open until filled.

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER.

Applications and Resume's may be electronically submitted to: justna.cook@craigtribe.org