

## **SUMMIT LAKE PAIUTE TRIBE**

Primary Administrative Office  
2255 Green Vista Dr. Suite 402  
Sparks, NV 89431-7599  
Phone: (775) 827-9670 • Fax: (775) 827-9678

### **JOB ANNOUNCEMENT**

Position Title: Tribal Coordinator – Part Time  
Duration of Employment: Temporary, 2 years  
Benefits: (subject to completion of probation)  
Paid Holidays/Vacation & Sick Leave

Rate of Pay: \$18.00 - \$20.00 hr.  
Funding Program: Various  
Opening Date: 8/29/2022  
Closing Date: Open until filled

**ABOUT THE TRIBE.** The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California; and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

**POSITION SUMMARY.** The Tribal Coordinator provides managerial support to the Tribal Council and SLPT staff to ensure that Tribal Council goals, objectives and expectations are met, thereby maximizing services to enrolled Tribal members. Under the immediate supervision of the Council Chairperson; however, work responsibilities are performed in compliance with Tribal laws, professional code of ethics and applicable Federal laws. Position is an overtime exempt position, must possess a pleasant manner, excellent people skills, able to be a team player, and project a professional image in all verbal and written communication.

**DUTIES AND RESPONSIBILITIES.** *This list of duties is illustrative only of the key tasks performed by this position and is not all-inclusive.*

1. Develops and maintains professional working relationships with all Council members, staff, Tribal members, and Federal and State agencies.
2. Review compliance with all Tribal, State and Federal laws and regulations affecting SLPT operations.
3. Effectively communicate any concerns and questions received from Tribal membership to the Tribal Council.
4. Works with staff and the Tribal Council to recommend policy changes to all established policies and procedures.
5. Reports regularly to the Tribal Council concerning the status of all assignments, duties, projects and functions of the various programs and activities. Assists in establishing program objectives and meeting deadlines, preparing resolutions, contracts, reports and other supporting documents as needed. Prepares letters as requested by Council.
6. Cultivates and secures additional funding resources to achieve the goals and mission of SLPT.
7. Research and seek grant funding for Council's primary objectives.

8. Assists program Directors with position planning, recruitment, and interviews.
9. Proposes corrective action to Tribal Council when fiscal, contracting, human resource or other problems are identified.
10. Works with the SLPT Education Committee or Council to ensure that eligible students receive Higher Education funding when available.
11. Publishes a quarterly Tribal newsletter with input from Program Directors.
12. Perform other duties as directed by the Tribal Council.

## **QUALIFICATIONS**

- A Bachelor's degree in Business or Public Administration, or a closely related field is desired, and/or a combination of education, training and experience. Minimum five years administrative experience is required.
- Must have proven supervisory skills with the ability to manage staff issues in a mature, professional manner, and must possess the ability to address problems and concerns and make the necessary decisions to maintain a smooth operating administration.
- Must have strong organizational skills and be a self-motivator with the ability to motivate others in a constructive atmosphere.
- Must have excellent verbal and written communication skills and experienced in the successful administration of State and Federal contracts and grants.
- Must be able to read, prepare, review, and discuss program budgeting.
- Must be able to establish and maintain effective relationships with all Tribal members, staff, and State and Federal agencies.
- Must have strong technical computer skills required to process budgets, grant and contract development, spreadsheets, word processing, and power point presentations.
- Must have a valid driver's license and be insurable under the SLPT vehicle insurance policy.
- Grant writing experience would be beneficial.

## **INDIAN PREFERENCE**

The Summit Lake Paiute Tribe is a Tribal entity and Indian preference employer, in accordance with Section 7(B) (c) of Public Law 93-638, the Indian Self-determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.