



Craig Tribal Association  
P.O. Box 828  
Craig, AK 99921  
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## **Job Announcement**

**Position Title:** Administrative Specialist  
**Department:** Administration  
**Employment Type:** Full Time, Exempt  
**Salary:** \$65,000– \$83,000

### **Position Overview:**

The Craig Tribal Association (CTA) is seeking a dedicated and organized Administrative Specialist to manage personnel records, travel logistics, and grant compliance. This role is essential to ensuring smooth operations while supporting the cultural and community-focused mission of the CTA. *If you are passionate about tribal governance, cultural preservation, and serving your community, we encourage you to apply.*

### **Responsibilities:**

- Documentation: Organize and maintain secure electronic and physical files for all grants.
- Compliance Tracking: Ensure expenses, procurement, and staff activity comply with federal, state, and private grant regulations (e.g., Uniform Guidance).
- Monitoring: Track grant budgets, spending plans, and deliverables against approved proposals.
- Travel: Coordinate travel logistics, travel packets, travel files, compliance & reimbursement, tracking and processing invoices for payments, and reconcile travel.
- HR & Personnel Administration: conduct interviews, processing paperwork, maintain job descriptions, and personnel files, etc.
- Record Maintenance: Update HR systems with personnel movements (new hires, terminations, salary changes)
- Complete other duties as assigned.

### **Minimum Qualifications & Skills:**

- Experience: 2-3+ years of administrative experience, specifically with grant management, payroll, or Human Resources.
- Software Proficiency: Strong knowledge of MS Office, databases, and virtual meeting tools.
- Compliance Knowledge: Familiarity with Federal Uniform Guidance (2 CFR 200).
- Attention to Detail: Exceptional organizational skills to manage complex documentation for audits.
- Must be able to lift up to 50 lbs.

**Benefits:** Health Benefit Stipend, Paid Time Off, and Retirement.

Posted: 4.24.26, open until filled

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT UA AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ ALASKA NATIVE PREFERENCE APPLIES.

Applications may be submitted to the tribal offices: 505 Front St, Craig AK or email to [hr@craigtribe.org](mailto:hr@craigtribe.org)