

POSITION ANNOUNCEMENT

Chitimacha Administration Office

Executive Assistant

SUMMARY: This position performs a wide range of executive support activities and assistance to the Chief Administrative Officer/Tribal Administrator such as preparing and maintaining various reports, files, and communications; maintaining and monitoring the Website and all Tribal Governmental social media.

EDUCATION AND/OR EXPERIENCE: Associates degree in Business Office Technology, Business Office Administration or equivalent; and Five (5) years of relevant experience OR ten (10) years of recent relevant experience; or other equivalent combination of education and experience.

Preference will be given to qualified Native Americans; Subject to pre-employment and random drug testing; A background investigation will be required.

TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be **Monday, August 15, 2022.**

