



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Administrative Assistant III

Work Location: Charles City, VA (potential for some telework)

Position Summary: The Administrative Assistant III is a full-time (40 hours/week) position within the Chickahominy Indian Tribe's Administrative Offices and is contingent upon grant funding. This position has oversight from both the Enrollment Officer and the Deputy Tribal Administrator. Basic functions of the position include administrative duties such as filing, responding to citizen/pending citizen requests, data entry, and assisting with communications. The ability to analyze data for ancestral links is a necessity.

Position Responsibilities:

- Review eligibility, respond to, and process enrollment requests;
- Confirm family trees on enrollment application demonstrate ancestral link to 1901 Tribal roll;
- Confirm through family ancestry tree that blood quantum is met;
- Maintain Tribal citizenship roll;
- Set up new citizen files and maintain current citizenship files;
- Maintain an up-to-date computerized enrollment database;
- Review eligibility, respond to, and process Title VI registration requests;
- Assist with events and activities;
- Assist with grant preparation and reporting;
- Draft emails, newsletters, and other correspondence;
- Document filing;
- Data entry;
- Other duties as assigned.

Position Requirements:

- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Strong interpersonal, organizational, and relationship building skills with the ability to work as part of a team;
- A problem solver who can work independently and be creative and resourceful;
- Must possess basic computer skills including Microsoft Office, specifically Excel, Word, Outlook, and Teams;
- Ability to attend training as needed;
- Ability to work nontraditional hours as needed (evenings and weekends).



Position Qualifications:

- Minimum of high school diploma or GED;
- 2+ years in an administrative role preferred;
- Experience working with Tribes is a plus;
- Any combination of experience, education, or training that would support the required knowledge and abilities will also be considered.

Salary and Benefits: The salary for this position is \$45,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30 or more hours per week.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications will be accepted until the position is filled.
- Incomplete and late applications will not be considered.
- Applications may be mailed to: Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 1. Chickahominy Indian Tribal Citizen
 2. Citizens of other federally recognized Indian Tribes
 3. General applicants