Title of Position: Duwamish Tribal Administrator

Organization: Duwamish Longhouse & Cultural Center (DTS)

Reports to: Reports to Director and is overseen by the Duwamish Tribal Services Board President

Located at: 4705 West Marginal Way SW, Seattle, WA 98106

Guidelines: Duties guided by By-laws, DTS Personnel Policies

Work week: Tuesday to Saturday, 10 am to 5 pm.

Overview: The Tribal Administrator is responsible for overall tribal management including administration, human resources, program/project management and experience creating, implementing and interpreting policies at a high level. The Tribal Administrator provides support and guidance to all tribal programs including cultural, youth and education, emergency services, environmental protection, housing improvement, ICWA and social services, transportation planning, economic development and other contracted and/or grant programs.

Duties and Responsibilities:
1. A minimum of five years in administration and/or combination of education, training, and experience
2. Experience in Indian affairs or Tribal Government
3. Knowledge in government fund accounting, human resources/personnel/employee supervision and grant and contract management
4. Organize and disseminate incoming emails and phone calls for the Duwamish Tribe
5. Schedule requests to appear as representative for the Tribe.
6. Communicate by social media and email to Tribal Members for upcoming events provided by the LH to get increased tribal participation
7. Point of contact for requests for support – Process and get approval check requests for financial support for Duwamish Tribal Members
8. Forward and follow up applications for Tribal Membership
9. Process requests for Tribal Assistance for emergency Food Voucher to Tribal Secretary
10. Request for Tribal ID Replacement to Tribal Secretary
11. Assist and create content for monthly Duwamish Tribal Newsletter
12. Assist in procuring annual fundraising events for Tribal sponsorships
13. Coordinate and disseminate annual Tribal Survey
14. Light HR duties including managing staffing and process onboarding for new hires and new tribal positions
15. Act as a communication liaison between nonprofit DTS Board, and Tribal Council.
16. Work with tribal secretary to schedule and disseminate agenda for monthly Tribal Council meetings

Qualifications and Skills:
1. Bachelor’s degree in business, public relations or related field
2. A minimum of five years in administration and/or combination of education, training, and experience
3. Experience in Indian affairs or Tribal Government
4. Knowledge in government fund accounting, human resources/personnel/employee supervision and grant and contract management
5. Receive and properly carry out instructions; meet with Tribal Members in a polite and businesslike manner; establish and maintain effective working relationship with employees and Tribal Members
6. 1-2 years of digital advertising and social media experience
7. Excellent communication skills (written, verbal and proofing), administrative skills and an understanding of current Tribal and federal and laws and regulations.
8. Excellent computer knowledge of PC environments with proficiency in Microsoft Word, Excel, PowerPoint
and desktop publishing
9. Ability to work independently and complete assigned tasks within approved time frame
10. Organized, dependable and detail-oriented with a cooperative spirit
11. Must have ability to multitask and prioritize
12. Effectively make public presentations when required
13. Quick learner and efficient
14. Experience working with poor and/or migrant workers, indigenous peoples or Native American Tribe
15. Experience with Native American communities
16. Must be able to take direction from Tribal Council and communicate directions to staff

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<th>Tribal history: Working knowledge of the history of the Duwamish Indian Tribe and other local tribes. The work consists of broad range of multifaceted activities and interactions with Duwamish Members, paid staff, DTS Board, visitors and guests, general public, contractors, donors/supporters and volunteers.</th>
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<td>Physical: Requires some physical exertion such as long periods of standing, walking, reaching and lifting of moderately heavy items and boxes. Must be able to lift and carry 30 pounds.</td>
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<td>Work environment and transportation: Work is generally performed inside and outside the Longhouse. Must have transportation, work evenings and flexible schedule.</td>
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