

Sisseton Wahpeton Oyate

Job Description

Job Title: SWO TEAB Administrative Assistant/Coordinator Part-time

This position requires the TEAB Administrative Assistant/Coordinator work directly under the supervision of the SWO Tribal Elderly Board Chairman become a liaison between the Elderly Board, Tribal Secretary, and the SWO programs providing services to elderly persons.

Reports to: TEAB Chairman

Duties:

1. Perform tasks as assigned by the TEAB Chairman & Elderly Board.
2. Performs general administrative and secretarial support services such as maintaining an organized filing system of records, creating documents, answering phones and emails, maintains a log of calls and mail.
3. Keep reports and records related to the Elderly Board business.
4. Arrange meetings and events as directed by the TEAB Chairman/Elderly Board.
5. Arrange travel as directed by the TEAB Chairman/ Elderly Board.
6. Take minutes at all board meetings,
7. Develop agendas and contacts all elder programs reporting to TEAB as directed by board members.
8. Coordinate with all programs providing services to elderly.
9. Prepares vouchers for stipends, prepares budgets and financial reports and maintains a cuff account..
10. Attend Council meetings with Tribal Elderly Advisory Board.
11. Maintains office inventory.
12. Performs other duties as assigned

Qualifications:

1. Requires an A.A .Degree or equivalent education and work experience.
2. Must possess knowledge of Word and Excel.
3. Must have a valid driver's license and SWO license, vehicle and insurance.
4. Ability to maintain confidentiality and shall sign a confidentiality statement.
5. Possess the ability to communicate in a diplomatic manner with elders and others
6. Ability to travel and attend meetings and events after normal work hours.
7. Preferably speak and understand the Dakota language.
8. Must live and promote an alcohol and drug free lifestyle
9. Indian Preference
10. Must submit to a background check, no felonies

Approved _____



Date _____

11/31/2020