**Mashpee Wampanoag Tribe**



483Great Neck Rd So.Mashpee, MA02649

Phone (508) 477-0208 Fax (508) 477-1218

**Job Title:** Administrative Assistant

**Location:** Mashpee Wampanoag Tribe (MWT) – Business Offices

**Reports To:** Natural Resources Director

**Department:** Natural Resources

**Status:** Full-time, Non-Exempt

**Salary:** $22.59 - $26.00/per hour

**Deadline to Apply:** Open until filled

**Summary:** The Natural Resources Administrative Assistant provides clerical and logistical assistance to the Director and Assistant Director of the Tribe’s Natural Resources Department (NRD). The Assistant is responsible for ensuring that both are being supported with developing and maintaining Tribal capacity in the Natural Resources and Environmental Protection Area.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned

* Attend all meetings whether in-person or virtual, and site visits
* Take meeting notes and minutes and compile and disperse them to staff
* Manage the schedule of NRD staff and respond to 3rd party emails as instructed
* Coordinate contact with municipal, state, federal and University partners
* Assist with the preparation and submittal of grants, including gathering data and providing grant narrative(s)
* Assist with the preparation of reports to Tribal Officials and Tribal Council on a regular basis.
* Assist in the preparation and submittal of grant reports.
* Assist in the preparation of departmental budgets.
* Monitor monthly grant spending and submit payment requests through Microix Financial processing system
* Regularly update all MWT NRD social media pages
* Take part in and assist with the planning of conferences, trainings, workshops, and the MWT NRD POH Summer Camp
* Other duties as assigned by the NRD Director and or Assistant Manager

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

High School Diploma or GED, with 3 or more years of experience in office administration. Must have strong interpersonal and administrative/clerical skills, communication and writing skills with the ability to work as part of a positive outgoing team.

**Other Requirements:**

Must possess knowledge of basic grant and contracting processes for government agencies. Must be extremely organized and thrive in a fast paced environment.

Must be able to pass a criminal history background check. Must pass a drug screen.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups and/or individuals.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook) and financial systems.

**Certificates and Licenses:**

Must possess a valid driver’s license.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands**:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**

**Apply to:**

**Human Resources**

**Mashpee Wampanoag Tribe**

**483 Great Neck Road South**

**Mashpee, MA 02649**

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