

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

## 2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President  
EVERETT EKDAHL, JR., Vice President  
SAM LOONSFOOT, Secretary  
ELIZABETH "LIZ" JULIO, Assistant Secretary  
THEODORE "AUSTIN" AYRES, Treasurer

DOREEN G. BLAKER  
SUE ELLEN "SUZIE" ELMBLAD  
DALE F. GOODREAU  
JEREMY T. HEBERT  
RODNEY LOONSFOOT  
TONY LOONSFOOT  
TONI J. MINTON

## CAP OFFICE ASSISTANT

One (1) Full-time, Non-exempt position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement/Cover
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion or college transcripts
- ☐ Minimum of three (3) letters of recommendation
- ☐ Copy of valid, unrestricted state driver's license.
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health & Human Service.
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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## POSITION ANNOUNCEMENT

### **POSITION:**

### **CAP OFFICE ASSISTANT**

Full-time, Non-exempt position

### **LOCATION:**

Community Assistance Programs Office  
16429 Beartown Road  
Baraga, MI 49908

### **SUPERVISORY CONTROL:**

Community Assistance Programs Administrator

### **SALARY:**

Grade 6 (minimum starting wage = \$18.40/hour)

### **SUMMARY:**

The CAP Office Assistant is the first point of contact for clients and community members seeking help through the Community Assistance Programs (CAP) Office. This role provides essential clerical support, processes applications, maintains accurate records, and helps ensure services are delivered smoothly. The ideal candidate is dependable, detail-oriented, and comfortable working in a busy, people-focused environment.

### **QUALIFICATIONS:**

- Associates degree in business or related field with related course work in accounting, data processing, business management.

OR

- High School Diploma or GED AND a minimum of (2) two years combined higher education and full-time work experience with related course work in accounting, data processing and business/office management or related field and experience must be in an office setting where the listed duties and responsibilities have been performed.
- Must be 18 years of age.
- Minimum of one (1) year of demonstrated work experience in an office setting. Two (2) years of demonstrated work experience preferred.
- Familiarity with programs offered through the CAP office is preferred.
- Proficient with Microsoft Office (Word, Excel, Outlook, etc.).
- Must pass clerical testing with a test score of 70% or higher (testing will be administered by KBIC Personnel department).

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- Must be dependable, bondable, and able to maintain strict confidentiality.
- Basic accounting knowledge and skills preferred.
- Ability to operate various office equipment (copier, fax, postage machine, etc.).
- Must have a pleasant demeanor, be courteous, friendly, and work well with others.
- Must have good written, oral, and listening communication skills.
- Ability to prioritize daily duties and tasks including emergency situations.
- Valid unrestricted driver's license and be insurable to operate fleet vehicle.
- Ability to remain seated for extended periods to provide consistent availability for client calls and walk-ins.
- Must have the ability to work independently, as well as on a team.
- Comfortable performing multifaceted tasks in the course of a regular business day.
- Ability to multitask and prioritize in a fast-paced environment.
- Strong organizational skills with attention to detail and accuracy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified applicants of American Indian descent.

**VETERAN PREFERENCE:** Preference will be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

### **DUTIES AND RESPONSIBILITIES:**

1. Initial contact/intake with clients/applicants. Give applications to clients (for walk-in requests) or mail applications for call-in requests.
2. Explain the application to clients and assist as necessary with the completion of an application.
3. May be required to run errands and bring applications to home-bound clients.
4. Review applications/intake paperwork with applicants for completeness; advise applicants on what is required for processing or completing their application.
5. Create and maintain Applicants/Client files as documents/applications are submitted.
6. Perform basic clerical duties including, but not limited to, word processing, filing and copying, and scheduling.
7. Explain services/programs provided by the CAP department.
8. Answer telephone and respond to inquiries about programs and the status of applications or requests.
9. Compose approval/denial letters for Assistance Programs.
10. Maintain Excel spreadsheets for all programs (CNAP, CSBG, LIHEAP, etc.).

11. Notify Vendors in a timely manner upon approval of applications.
12. Responsible for mass mailings (applications, etc.).
13. Process payments, prepare purchase requests, reconcile vendor invoices, and issue CNAP gas vouchers as needed.
14. Responsible for verifying services already received per individual applicant.
15. Make appropriate referrals.
16. Prepare submitted applications for authorization by the CAP Administrator or CEO/Executive Assistant (if the CAP Administrator is out of the office).
17. Work with other agencies or staff, internal and external, as necessary.
18. Perform all other duties as assigned by the Supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as a declaration of the specific duties and responsibilities of the position. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor is intended to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar in kind or in level of difficulty.*

**Distribution Date:** September 9, 2025

**Closing Date:** September 23, 2025 @ 4:00 p.m.

TERO Approval:

*Debra Picciano*

\*Reviewed for barriers

Date:

9 / 9 / 25