

KEWEENAW BAY INDIAN COMMUNITY

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

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

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

OFFICE COORDINATOR

TRIBAL CENTER

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

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
- ☐ College Transcripts, if applicable
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of valid unrestricted Michigan Drivers License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: 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 DESCRIPTION

POSITION:

Tribal Center Office Coordinator
One (1) Full-time, Non-exempt

LOCATION:

Keweenaw Bay Indian Community Tribal Center
16429 Beartown Road
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Administrative Specialist to the Chief Executive Office

SALARY:

Grade 5 (minimum starting wage = \$17.43)

QUALIFICATIONS:

- High School Diploma or GED AND a minimum of two (2) years combined higher education and full-time work experience with related course work in Office Management, Business Administration or related field, work experience must be in an office setting and familiar with the listed duties and responsibilities. **OR** three (3) years of full-time work experience in an office setting and familiar with the listed duties and responsibilities.
- Must have previous receptionist/clerical experience and be familiar with POS system.
- Must have a valid, unrestricted Michigan driver's license and insurable to operate fleet vehicles.
- Must pass a clerical testing score of 70% (testing will be administered by KBIC).
- Possess working knowledge of general office procedures and systems.
- Possess basic accounting experience and the ability to prepare daily deposits.
- Ability to operate various office equipment (copier, fax, mail machine, multi-line phone system).
- Possess excellent written and verbal communication skills, and have the ability to work effectively with people.
- Professional appearance.
- Must be computer/ word processor literate (Microsoft Office programs).

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- Must have good math and organizational skills.
- Ability to answer the telephones and accurately relay messages; and have a pleasant demeanor.
- Must maintain strict confidentiality.
- Must be able to lift 40 pounds unassisted.
- Must be bondable.
- Employment is contingent upon the satisfactory result of a Security Background Check and pre-employment physical.

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

VETERAN PREFERENCE: Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Answer telephone in a courteous manner; take messages for staff and relay messages to those staff members promptly. Must be able to provide phone liaison contact for absent staff members.
2. Greet visitors courteously and professionally; ascertain the nature of business and direct visitors to appropriate staff members.
3. Perform basic clerical duties including, but not limited to word processing, filing, and copying.
4. Train on-call receptionist/clerical staff.
5. Must maintain a professional, acceptable appearance and demeanor. Must be friendly, courteous, and able to work well with people, including fellow staff members.
6. Maintain mailboxes: create new ones when necessary. Distribute incoming mail and faxes and notify departments of incoming packages. (FedEx & UPS). Log in packages for Gaming Commission.
7. Prepare and provide purchase orders and/ or numbers to various departments. Prepare building permits and electrical permits, notify building/electrical inspector of incoming applications for approval, and prepare a file for all permits handed out.
8. Prepare Requests for monthly billing: phone, electric, water, sewer, and any other requests from the departments.
9. Prepare receipts and enter all new customers into the POS system. Collect appropriate fees for licenses: vehicle plates, business licenses, and others. Prepare a daily log of each transaction. Email receipts to each department the transaction was made for.
10. Prepare signage for the closure of holidays and other events. Distribute information among the community. Send reminders via email for various events and at the request of departments within the government.
11. Responsible for managing/ maintaining conference room calendar for staff, maintain Tribal Council date board and maintains bulletin boards.

12. Maintain inventory, order, and stock supplies: office paper, breakroom supplies, and maintain appearance of breakroom and front desk.
13. Must prepare daily deposit, according to the procedure, for the accounting department. Process all deposits for the Keweenaw Bay Indian Community
14. Participate in special programs such as Safety Fair, Peer Educator Program, Healthy Heart Fair, etc.
15. Assembly of monthly department reports for the Tribal Council distribution. Make copies and scan a copy to the Tribal Council Administrative Specialist. Send a reminder to all department heads at the beginning of the month.
16. From time to time, provide clerical assistance to Department Heads. Offer assistance to departments when they lack workers, temporarily.
17. Responsible for maintaining the Government Fleet Vehicles. Sign-in and sign-out logs/forms, maintain their performance, updating the plates annually, inspect them after each use. Send out emails notifying the individual of their availability and forwarding them to the Property Accountant.
18. Responsible for securing Tribal Center doors on a daily basis.
19. Maintain inventory of t-shirts and blankets; fold, stock, sell.
20. May be asked to assist with events, meetings, or activities.
21. Perform other related duties as assigned by the Administrative Specialist, CEO, and Assistant CEO.

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 declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor 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 kind or level of difficulty.

Distribution Date: September 29, 2025

Closing Date: October 14, 2025 @ 4:00 p.m.

TERO Approval: <u>Deborah P. [Signature]</u> Reviewed for barriers only! Date: <u>9/29/2025</u>
