

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
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******VACANCY ANNOUNCEMENT******

TITLE: Administrative Assistant - SQCC
(Contract Position – with Full Benefits)

LOCATION: Séliš-Qlispé Culture Committee (SQCC)
St. Ignatius, MT

SALARY: \$21.28 to \$24.46 per hour

CLOSING DATE: Monday, April 13, 2026 at 5:30pm

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

This full-time position provides administrative assistance to the SQCC Director and other managers within the department, promoting productivity in the workplace, developing and maintaining structured organizational systems and ensuring workflow in accordance with all CSKT departmental practices and policies. The Administrative Assistant will conduct pertinent administrative duties within the values of the SQCC Mission and Vision, while also ensuring that all tasks are carried out under the guidance and direction, and in frequent consultation with, the SQCC Director.

Incumbent is responsible for conducting activities in a respectful and professional manner that align with Séliš-Qlispé Culture Committee's Mission, Vision and Values, requiring a strong commitment to the survival, revival and continuance of the Séliš-Qlispé language and culture, a strong work ethic and professional conduct, and the ability to work constructively and positively with colleagues, elders, language teachers, apprentices and the community. Direction and guidance are provided by Séliš-Qlispé Culture Committee directives, goals and objectives and policies/directives of the Confederated Salish and Kootenai Tribes. This position applies these standards, guidelines, policies, and practices to plan, organize and complete work.

The Administrative Assistant will be responsible for the following:

- Conducting all administrative duties for all SQCC Staff.
- Develop and maintain supportive structured organizational systems.

- Support the Director and team members by preparing necessary materials, space and options for meetings while ensuring office supplies and meeting links are on hand and distributed, including proficient note taking, tracking important dates and deadlines of meetings.
- Streamline communication processes by managing email correspondence.
- Maintain and assist in preparation of budgets, reports, records and documentation of funding including grants and awards.
- Provides financial and administrative guidance to program managers in the procurement of goods and/or services following the Tribal Procurement Policy.
- Prepares travel arrangements for all staff.
- Maintains MOA and MOU files, including pertinent information and correspondence.
- Maintains incoming request files, including pertinent information and correspondence to ensure requests are coordinated in a timely manner.
- Processes department payroll.
- Assist in the tracking, planning and implementing of SQCC's goals and departmental workplan.
- Attends necessary trainings to remain current of all CSKT and SQCC Policies and Procedures.
- Works closely with Receptionist/Elder Support Staff for planning and communication.
- Assists and participates in all SQCC sponsored or partnered activities and events.
- Perform other duties as required or assigned.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Minimum of three (3) years' experience in bookkeeping/accounting; preferably within the CSKT Organization.
- Minimum of three (3) years of supervisory experience.
- Must possess a valid Montana driver's license.
- Demonstrated strong work ethic with a high level of excellence in organizational, planning and communication skills.
- Demonstrated degree of knowledge of Séliš-Q̓lispé culture, history, language and traditions.
- Familiarity and good working relationships with culturally traditional Séliš-Q̓lispé Elders.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application. (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of valid Montana driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe, if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406/675-2700, ext. 1040.

FOR MORE INFORMATION: Contact Sadie Peone-Stops, Director of Séliš-Q̓lispé Culture Committee at 406-675-2700, Ext. 5303 **or** 406-745-4572.