

CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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****V A C A N C Y A N N O U N C E M E N T****

TITLE: Administrate Special Projects Assistant

LOCATION: Tribal Lands Department - Pablo, MT.

SALARY: \$18.13 to \$20.84 per hour including benefits

CLOSING DATE: Tuesday, September 8, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This 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.**

DUTIES:

- This position is a crucial part of the Administrative Special Projects Planning and providing direct support to the Business/Financing office. The role involves a wide range of important tasks aimed at achieving specific project goals. The position requires exercising judgement and taking responsibility for results. Some of the work activities include:
- Assists with researching funding opportunities and other notices of funding availability.
- Assists with coordinating all funding applications, including drafting application support documents such as Tribal Council agenda requests, Tribal Council Resolutions, public comments, project narratives, and budgets.
- Assists with conducting post-award meetings, budget modifications, environmental reviews or assessments, and release of funds.
- Assists with collaborating with the Grants/Accounting Specialist to ensure accurate and timely submission of all financial reports.
- Carrying out clerical and general office duties as required.
- The incumbent reports directly to the Administrative Special Projects Planner and Lands Department Head and is responsible for using good judgment and discretion to prioritize assignments and determine the most effective methods to complete work.
- Daily contact with staff from other agencies, the general public, and other employees to exchange specific information. Provides specific information to various programs within the Tribal government, as well as to federal, local, and state governments and other agencies, particularly regarding Housing Authority special projects.
- Responsible for complying with Federal Law, Tribal Ordinances and Tribal policies and procedures and Local Law.
- Assists with defining program scope, goals and deliverables that support goals in collaboration with CSKT stakeholders, external stakeholders, Tribal entity stakeholders and CSKT Departments regarding all research.
- Assists with acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver program according to plan.

- Assists with developing full-scale program plans and associated communications documents.
- Assists with managing workload within the program to achieve work plan and maintain a balanced workload.
- Assists with assuring program is working as an integral part of the Tribal Lands Department and the Tribal Organization as a whole.
- Assists with the development and deliver progress reports, proposals, requirements documentation, and presentations.
- Assists with managing, catalogues, and monitors TLD records related to proposed, current and past projects.
- Determine the frequency and content of status reports from the project team, analyze results and troubleshoot problem areas.
- Facilitates community meeting, conducts media and outreach activities if needed.
- Assists with working with IT and other appropriate employees so set up, operate, and maintain a computer software program.
- Prepares maps and ensures land descriptions mapping requirement, etc. are complete for GIS package/ARC Maps or Google Earth.
- Reports weekly accomplishments, obstacles and needs.
- Assisting with assessments and reports quarterly work plan accomplishments and adjusts workload as needed.
- Responds to customer inquiries in a timely manner.
- All other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- The Administrate Special Projects Assistant must have a High School Diploma or equivalent with experience or training in business administration, project management and/or experience or training in land related fields (i.e. land locations, mapping, and legal descriptions).
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance Policy; be able to obtain ATV/UTV endorsement.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Time management and planning with high level of attention to detail.
- Completes tasks with minimum amount of supervision. This position requires a high level of analytical and communication skills. This person must be able to understand funding announcements.
- Basic knowledge of land description and location techniques;
- Basic knowledge of leasing and permitting procedures, conservation practices,
- Some knowledge of fencing methods: construction and building requirements;
- Basic knowledge of federal, state and Indian Land Law.
- Working knowledge of contract management and records management.
- High skill level in the use of field tools such as GPS, compasses, also a high degree of skill in using maps, plats, aerial photos.
- Skill in software program experience including Microsoft, Excel, and Access and GIS package/ARC Maps or Google Earth.
- Skill in Excel for the reporting requirement of the position.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcript/training certificate.
3. Copy of a current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the 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: Tyler Kelsch, Administrate Special Projects Planner, at 406-675-2700 Ext. 1468.