

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
TELEPHONE: 406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Receptionist/SQCC Elder Support (Contract Position)

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

SALARY: \$18.84 to \$21.65 per hour

CLOSING DATE: Monday, September 14, 2026 at 5:30 p.m. (MST)

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 position serves as the first point of contact for SQCC visitors and serves as support to Séliš-Qłispé Elder Advisory Council through close communication such as routine contact and coordinating correspondence of SQCC Elder's meetings, calendars and also providing pertinent information related to Séliš-Qłispé Elder Advisory Council responsibilities.

Duties will include, but are not limited to the following:

- Greets and welcomes general public in a professional, respectful and courteous manner.
- Directs emails and calls, guests and visitors to appropriate staff for assistance.
- Able to deliver a highly efficient level of responsiveness, attention and detail to taking and returning phone calls, emails or messages, including note taking.
- Maintains a daily record of all incoming and outgoing mail, ensuring information is delivered in a timely manner to the correct personnel.
- Contacts SQCC Elders regularly informing of meetings or engagements.
- Produces a monthly calendar to be distributed to SQCC Elders with pertinent information or documents related to meetings or engagements.
- Manages SQCC Elder files, time and compensation.
- Assists all office staff with basic office tasks such as copying, scanning or errands.
- Works closely with Administrative Assistant to coordinate calendars and meetings.
- Assists Administrative Assistant to prepare POs, payroll, travel, and registration.

- Manages SQCC Longhouse kitchen, ensuring proper use, function and sanitation.
- Orders necessary kitchen supplies, deep cleaning on a schedule or as needed, ensures proper function, use and organization of kitchen and all equipment.
- Serves as the head cook for SQCC events, meetings and functions; oversees other temporary kitchen staff.
- Manages SQCC tribal vehicles, check out, use and maintenance schedules.
- Attend, participate and assist with all SQCC sponsored or partnered activities/events.
- Adhere to all SQCC Policies and Procedures.
- Perform other duties as required or assigned.

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

- High School diploma or equivalent.
- Must have a valid Montana driver's license.
- Five (5) years' experience, with two (2) of those years' experience conducting office practices and procedures, including clerical and accounting duties.
- Three (3) years' experience working with SQCC Elders Advisory Council, and must have familiarity and good working relationships with culturally traditional Séliš-Qłispé Elders.
- Ability and skill in operating computer programs and software pertinent to CSKT/SQCC systems.
- Demonstrated commitment to the continuance of the Séliš-Qłispé language, history and culture.
- Must have ability to communicate effectively, both verbal and written, and handle confidential information responsibly.

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 transcripts and/or training certificates.
3. Copy of valid Montana driver's license.
4. If applicable, please submit proof of Enrollment from 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/Séliš-Qłispé Culture Committee at 406-675-2700 Ext. 5303 **or** 406-745-4572.