

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.226.2562
CSKT Website: cskt.org/personnel
E-mail: cory.clairmont@cskt.org**

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

TITLE: Partnership Administrative Assistant – Contract position

LOCATION: Tribal Court - Pablo, MT.

SALARY: \$18.24 to \$21.65 per hour including benefits

CLOSING DATE: Monday, November 2, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This is 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.**

The Partnership Administrative Assistant within the Department of Human Resource Development (DHRD) supports the effective coordination, oversight, and delivery of Tribal human services programs aligned with the objectives of the State-Tribal Partnership Grant. This position provides high-level administrative and programmatic support to the DHRD Finance & Grants Division, with a primary focus on organizational coordination, policy implementation support, program documentation, and quality improvement.

This role contributes to the advancement of culturally grounded, strengths-based services that promote family stability, self-sufficiency, and community well-being. The Partnership Administrative Assistant helps ensure timely communication, policy tracking, and documentation of services across key programs, including TANF, General Assistance, Child Welfare, and Elder Support.

DUTIES:

Program Support and Coordination:

- Participate in program analysis and recommend changes to improve service alignment with community needs and grant objectives.
- Assist in preparing narratives and documentation for grant applications, reports, and service plans.
- Support the drafting of Tribal-specific service delivery models and contribute to policy recommendations that reflect cultural priorities and community feedback.
- Assist with program monitoring, documentation, and follow-up to ensure services meet quality, compliance, and effectiveness standards.
- Support DHRD staff in building a client-centered approach focused on participant empowerment and long-term outcomes.
- Draft correspondence and provide administrative support to the TCIP & State-Tribal Partnership Manager Program and Family Resource Advocates.
- Assist TCIP & State-Tribal Partnership Manager Program with tracking and meeting non-financial grant reporting requirements, including outcomes and service benchmarks.

Personnel and Administrative Support Duties:

- Support personnel file maintenance, recordkeeping, and adherence to internal timelines.
- Assist with staff scheduling, leave tracking, and internal communication processes.
- Provide general office and organizational support to maintain an efficient and professional work environment.

- Maintain various address lists, both email and snail-mail, for various groups of stakeholders with the programs for information sharing purposes, and be able to produce mail-merge documents.
- Operate a variety of office equipment, i.e., computer, typing, calculator, copies, and fax machine.
- Type correspondence as assigned, which may include schedules, virtual meeting calls, and in-person meetings.

Community Relations and Outreach:

- Professionally represent DHRD in interactions with families, Tribal members, interagency partners, and the general public.
- Maintain high standards of confidentiality and cultural sensitivity, especially when working with clients involved in TANF, Child Welfare, or Elder programs.
- Draft and prepare informational materials for public communication and outreach campaigns, as assigned.
- Provide logistical support for meetings, trainings, or community events that advance State-Tribal partnership goals.

Documentation and Data Support:

- Support the development and maintenance of program databases and case tracking systems.
- Help prepare service reports that track non-financial outcomes (e.g., participants served, placement success, community engagement).
- Assist in compiling information for audits, performance evaluations, and program assessments.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- High School Diploma or GED and a minimum of two (2) years work experience in an office setting.
- Experience in Tribal or human services program administration strongly preferred.
- Strong organizational, administrative, and communication skills.
- Experience with data entry, document tracking, and case management systems.
- Ability to interpret program policies, guidelines, and procedures.
- Experience working with Tribal communities and understanding of culturally responsive services.
- This position is subject to a background check in accordance with Public Law 101-630, 2USC Section 3201, and Public Law 101-647, 42USC Section 13031.
- Valid current Montana Driver's License.
- Training in office education, telephone education, computer science, or willingness to attend such training. Computer experience in word processing, database, and spreadsheet applications. Ability to operate standard office equipment.
- Ability to communicate professionally both in writing and verbally, along with the ability to follow verbal and written direction.
- Must be able to maintain confidentiality, which includes clients' situations as well as information regarding staff and program operations.
- Mandatory reporter of child abuse and neglect.
- Ability to perform extended periods of data entry and administrative work.
- Capable of lifting office materials (up to 28 lbs.) and standing for limited periods at equipment stations.
- Able to multitask in a fast-paced setting.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official Tribal 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: Myra Harris, TCIP & State-Tribal Partnership Program Manager, at 406-675-2700 Ext.1369.