CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: www.cskt.org/personnel
E-mail melanie.piedalue@cskt.org

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

TITLE: Chief of Staff and Special Projects Director

LOCATION: Tribal Administration Office—Pablo, MT

SALARY: $74.18 - $85.27 per hour, plus benefits—May be employed under contract

CLOSING DATE: Monday, November 23, 2026 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

The Chief of Staff and Special Projects Director supports the CSKT Tribal Council, working through the Tribal Council Chairperson, to ensure the efficient and effective operation of the CSKT Tribal Government. This position translates Council priorities into action across the organization by leading special projects and cross-departmental initiatives, and oversees the CSKT Policy and Public Affairs Officer, the Tribal Operations Manager and Internal Auditor, CSKT's Office Manager, Recording Secretary, and CSKT's lobbying operations and lobbyist contracts.

Primary duties include but are not limited to: **Support the Tribal Council, through the Chair, in all aspects of managing the CSKT organization as directed. Provide leadership and day-to-day management of large-scale organization-wide initiatives and special projects into the CSKT organization.**

- Create and oversee cross-departmental efforts to implement CSKT organizational objectives
- Translate the Chair's priorities into actionable plans and ensure they are integrated into CSKT operations, consistent with Council direction
- Oversee special projects, which can include initiatives that span multiple departments across the organization
- Assist in evaluating CSKT operations, identifying areas in need of focus, and developing solutions
- Serve as a liaison between the Chair's Office and CSKT Department/Division Directors to ensure alignment and coordinated execution of Council priorities
- Track action items and decisions arising from meetings and ensure timely follow-through, with status reported back to the Chair
- Coordinate the organization's annual strategic planning process in partnership with the Chair and Department Directors
- Manage the Chair's calendar and time in coordination with the Office Manager, ensuring the Chair is prepared for and appropriately engaged in key meetings and decisions

- Serve as the point of coordination for time-sensitive matters requiring a rapid, cross-departmental response

Oversee CSKT's Policy and Lobbying Operations

- Manage, strategize, and execute the Tribes' legislative and policy directives at the Local, State, and Federal levels.
- Work with the Chair to develop CSKT's policy and legislative priorities
- Supervise State and Federal lobbying contracts and efforts and internal CSKT staff to effectuate CSKT's policy and legislative goals
- Supervise all employees and the policy manager in the CSKT Policy Division
- Drafting, or causing to be drafted, necessary internal and external political communications, reports, speeches or presentations
- Serve as CSKT's spokesperson as needed in political and policy forums

Oversee CSKT's Public Affairs operations

- Manage, strategize, and execute the Tribes' public and governmental affairs efforts
- Supervise the Public Affairs Officer and support development of CSKT's public affairs priorities

Oversee CSKT's Office Management and Council Support operations

- Supervise the Office Manager, who, with staff, ensures the office is run effectively for Administration and Council
- Ensure Council's administrative needs are met, including scheduling of Council agendas and meetings

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

- Master's degree or equivalent in a field related to the duties and responsibilities associated with the position.
- Ten (10) years of in progressively responsible strategic management roles.
- Five (5) years of experience in public relations, business, or organizational management.

Preferred Qualifications

- Ten (10) or more years of strategic management roles with a tribal government or working directly with tribal governments in a related capacity.
- J.D. and/or M.B.A.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts/degree, certifications
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from 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, or personnel@cskt.org

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

FOR MORE INFORMATION: Contact Michael Dolson, Tribal Chairman (406) 675-2700 Ext. #1208