



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY

Big Pine Indian Reservation

JOB DESCRIPTION

Office/Activity Assistant (Revised 1-18-12)

SALARY: \$10 - \$15 Hr. DOQ
STATUS: Full-Time w/Benefits, 32 hours per week
QUALIFICATIONS: High School Diploma or GED
Valid Driver's License
Must obtain Class B Driver's License
Must be an Insurable Driver
Able to pass Background Check
Must obtain CPR and First Aid Certification
SUPERVISOR: BIEC Director

Description:

The Office / Activity Assistant will work under the direction of the BPIEC Director. The job will require the ability to relate well to the public, in person and on the telephone; and the capability of handling complex and/or multi-faceted tasks. Must have effective time management and organization skills; be well-versed in Excel, Publisher and Database Management and be able to evaluate and produce statistical graphics that show results of community surveys that identify community interests. This position will be responsible for assisting in coordinating and implementing basic family educational and cultural activities, and monthly family gathering and celebrations. Provide transportation to special BPIEC/TANF and other parent/family events. Must be available to work evenings and weekends when necessary.

Duties:

1. Answer phones, take messages, respond to inquiries
2. Provide comprehensive secretarial and clerical support to center staff and management
3. Assist with creating and organizing employee/student records
4. Substitute for classroom and support staff as needed
5. Assist with collecting and reporting of Center data on various grant obligations
6. Attend meetings, conferences and trainings as required
7. Assist in creating and implementing various craft activities for BPIEC programs
8. Drive students to and from BPIEC activities
9. Other duties as assigned