



Job Position: PAC Coordinator	Status: Full-Time/Non-Exempt
Division: Political Affairs	Salary: Depending on Experience
Posting Date: May 17, 2019	Closing Date: May 27, 2019

JOB SUMMARY:

Under the direction of the TBTLA Director of Political Affairs, the Coordinator is responsible for assisting and providing support to the Director and other personnel in the administrative/program functions of the office. The desire to understand tribal/government relations is crucial. Must possess a mature and stable temperament and maintain confidentiality in and out of the office as it pertains to the business of TBIPAC and TBTLA.

JOB DUTIES & RESPONSIBILITIES

- Provide clerical and telephone support for the office. Maintain contact databases, e-mail management, and check requests (travel, donations, invoices, etc.), time entry, and creating forms.
 - Ability to write letters, reports, business correspondence, budget sheets, and effectively present information and solve office problems. Typing speed minimum 65 wpm.
 - Interpret a variety of instructions, produce spreadsheets, order supplies, maintain office files, schedule appointments, submit updated website information, and otherwise perform minor administrative and business details.
 - Must be able to plan meetings, special events and fundraisers; effectively make presentations to large groups and understand marketing dynamic of fundraising and special events.
 - Flexibility and ability to perform a variety of tasks essential with the ability to own and prioritize work.
 - Successfully prepare mail-outs, advertising, informative mass e-mails.
 - Book travel arrangements: flights, hotel, rental car, etc.
 - Keep an updated calendar of events, meetings and luncheons;
 - Reliable transportation to and from work/meetings, picking up fundraising donations, equipment, supplies, etc.
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EDUCATION AND EXPERIENCE

To perform the job successfully, the candidate should possess the following qualifications:

Bachelor's Degree (B.S.) in business or marketing or 10 years related experience and/or training preferred; or equivalent combination of education and experience.

WORK ENVIRONMENT

- Typical office setting for eight hours daily.
- Routine travel within state and out of state as directed by the Political Affairs Director.
- High demand and fast paced environment is normal.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires constant movement however at times is sedentary. Individual must be able to lift, move, carry up to 30lbs.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources

**171 Melacon Rd.
Marksville, La. 71351**
kdorsey@tunica.org
HR@tunica.org

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.