



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Human Services Assistant – (Family services/Be Da Bin Behavioral Health/Members Assistance) – FT- Regular**

**Summary:** Performs administrative, research, technical and professional work in providing information and constituent services to Tribal members on a broad range of programs, services, issues, and policies. Develops and implements communications and multimedia content for a variety of platforms. This person will research, write, proofread, edit, plan, and execute public communications for the Department.

**Employment Qualifications:** A qualified candidate offers:

- High School Diploma or GED; and
- A work experience of six (6) months or more as an Office Assistant of similar; and
- One or more years' experience in video and multimedia production; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment, The candidates skills will be tested during the interview process; and
- A valid driver's license and the ability to be insured under the Tribe's policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** N7

**Hiring Salary:** \$13.11 – \$16.41 – Commensurate with verified Qualifications

**Status:** Non-Exempt/Bi-weekly pay

**Eligible for Remote Work:** No

**Application Instructions:**

Obtain an application form and/or request a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

***To apply, please submit completed application, cover letter, resume, degree transcripts, relevant to the position, any/all certifications/licensures and a copy of driver license; by 5 PM March 30, 2021 to:***

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

**Incomplete Submissions will not be considered.**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Automobile travel is required for this position, may require proof of personal automobile insurance.

***For further information, please contact the LRBOI HR Department.***

**Posted – 03-16-2021**

**Remove – 03-30-2021**