

Burns Paiute Tribe Armory Coordinator

Job Title: Armory Coordinator
Department: Planning & Economic Development
Reports to: Planning & Economic Development Manager (with support from Prevention Manager)
FLSA Status: Part-time Employment Status (.25 FTE)
Opens: January 1, 2026
Closes: Open until filled

Role to continue for up to 1 year from date of hire (funding available through 12/31/2026)

Stipend Available: Up to \$6,000 total

- At \$16/hour, up to (no more than) 10 hours/week (Schedule: Flexible, preference for afternoon/evening hours to be worked on-site at the Armory (618 S Fairview, Burns OR 97720)
- To be paid on a bi-weekly schedule (with approval from supervisor)

POSITION SUMMARY

To coordinate, develop and at times supervise activities in the armory. Maintain positive community relations and a clean, organized armory for community use. Maintain a regular updated schedule of activities.

DUTIES and RESPONSIBILITIES

- Coordinate monthly Armory Committee meetings, with a focus on the planning and redevelopment of the Armory/Wellness Center Space
- Partner with tribal programs and the community to develop a calendar for the armory, processing all requests in a timely manner.
- Partner with maintenance to develop a regular cleaning and maintenance schedule for the armory, completing daily maintenance and cleaning requirements of the Armory, kitchen, weight room, laundry room, etc.
- Work with IT to learn and operate the FOB system to authorize, accept, and track payments.
- Register new users of the Armory/Wellness Center and enforce cancellation for users with non-payment, non-compliance, or other security infractions.
- Keep an inventory of the armory supplies and order as needed. Responsible to work with tribal programs to clean out old equipment using the tribes process for disposing of old equipment.
- Work with programs to identify new projects for maintenance as well as cleanliness, use and beautification.

REQUIRED QUALIFICATIONS AND EDUCATION

Must have a high school diploma or GED or equivalent experience. Dependable and reliable.

Maintain a neat and clean appearance and a positive attitude.

Possess basic typing and computer skills.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

Must submit to and pass a drug test.

Must submit to a child welfare and criminal background check

Must possess a valid driver's license

Must provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return completed **Burns Paiute Tribe Application, cover letter, resume, and education transcripts** to:

Burns Paiute Tribe
HR@burnspaiute-nsn.gov

Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

*****ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.*****

You may also download an application here: [BPT Application](#)