

Burns Paiute Tribe

Executive Assistant

Job Title:	Executive Assistant
Department:	Administration
Reports To:	General Manager
FLSA Status:	Exempt
Opens:	August 1, 2025
Closes:	Open till Filled
Salary:	DOE-Negotiable

POSITION SUMMARY

The Executive Assistant (EA) serves as the primary administrative support to the General Manager of the Burns Paiute Tribe. This position provides high-level executive support, project tracking, communications coordination, and scheduling for tribal government operations. The EA ensures timely and accurate flow of information, assists with research and follow-up on action items, and facilitates communication between the General Manager and internal and external stakeholders.

Professionalism, discretion, and a deep understanding of tribal values and operations are essential.

DUTIES and RESPONSIBILITIES

1. Executive Support

- Manages daily scheduling, calendar coordination, and meeting logistics for the General Manager.
- Prepares agendas, memos, reports, and other documents for internal and external meetings.
- Maintains filing systems, contact lists, and sensitive records in a confidential and organized manner.

2. Communication Liaison

- Serves as the administrative point of contact between the General Manager and department heads, Tribal Council, staff, community members, and external partners.
- Screens calls and inquiries; drafts and routes correspondence as requested.
- Assists in responding to time-sensitive tribal requests, grants, and administrative follow-ups.

3. Project and Task Management

- Tracks projects and deadlines assigned by the General Manager to departments.
- Assists in following up with departments for updates and compiles progress summaries.
- Coordinates internal communications, project timelines, and logistics for tribal initiatives.

4. Meeting and Event Support

- Coordinates logistics for tribal meetings, workshops, and special events.
 - Prepares and distributes materials in advance; records notes or minutes when requested.
5. **Confidentiality and Professionalism**
- Maintains a high degree of confidentiality regarding personnel, legal, and tribal matters.
 - Represents the General Manager's office with tact, professionalism, and cultural respect.
6. **Administrative Systems Support**
- Assists with procurement forms, travel requests, time tracking, and personnel action notices.
 - Supports policy and procedure implementation and compliance efforts as directed.

EDUCATION or EXPERIENCE REQUIREMENTS

Minimum:

- Associate's degree in Business Administration, Office Management, Tribal Governance, or related field.
- At least 3 years of experience in executive-level support or administrative coordination.
- Excellent organizational, written, and verbal communication skills.
- Proficiency with Microsoft Office Suite, calendar systems, and document management.
- Demonstrated discretion with confidential and sensitive information.

Preferred:

- Bachelor's degree in a related field.
- Experience working in tribal government or with Native organizations.
- Knowledge of tribal governance, federal Indian law, and tribal operations.

OTHER REQUIREMENTS

- Must submit to and pass a drug test.
- Must submit to a criminal background check
- Must possess a valid driver's license
- Must provide three (3) years of driving record

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.

HOW TO APPLY:

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

Human Resources Director
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8013
Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email: hr@burnspaiute-nsn.gov.