

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Judgement Fund Coordinator
Department: Administration
Hourly Rate: \$16.00 - \$18.00
Part-Time: 24 Hours/Week
Exempt: No/Hourly
Supervisor: Executive Director and Judgement Fund Committee
Posting Date: Public
Opens: February 22, 2023
Closes: March 22, 2023, at 4:30 pm



Summary: The Judgement Fund Coordinator is responsible for performing clerical and administrative duties for the Judgement Fund Committee.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Executive Director and/or Judgement Fund Committee.

- Arrange the Judgement Fund meetings, including scheduling meeting rooms, and preparing meeting packets
- Take accurate meeting minutes and send meeting notices, as well as schedule and post notices for public hearings
- Monitor past and present projects funded by the Judgment Fund
- Be available to provide technical assistance to project personnel
- Ensure that progress reports and financial/expenditure reports are submitted.
- Process purchase orders and vouchers
- Responsible for receipt of and compilation of applications and/or proposals annually
- Submit the applications and/or proposals to the Judgement Fund Committee for review on time
- Facilitate placement of appropriate proposals on the ballot at the annual tribal election
- Attend each Judgement Fund Committee meeting and public hearing as requested
- Responsible for providing a monthly narrative and financial report to the Judgment Fund Committee

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Other Skills and Abilities:

Required:

- Self-motivated and able to work independently with minimal supervision.
- Willing and able to travel as necessary.

Background Check:

- This position is contingent on the required ability to pass a Bad River background check.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov