

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Harm Reduction Contract Specialist

Department: Planning

Program: Harm Reduction

Hourly Rate: \$23-\$25

Full Time: 40 Hrs/week (*grant-funded*)

Exempt: Non-Exempt

Supervisor: Economic Development Coordinator

Posting Date: Public

Opens: October 30th, 2025

Closes: November 20th, 2025



Summary: This position will be focused on providing administrative support for the Harm Reduction Program, specifically in the area of contract management and procurement: securing authorizations on contracts, entering and managing budgets, setting up requisitions, managing contractor relations, paying invoices and related functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Collaborating with the Harm Reduction Program staff to develop work plans consistent with funded grant applications, and carrying out activities consistent with those work plans;
- Following tribal procurement standards to secure contractors to provide services for grant-funded activities, coordinating with contractors on submitting invoices and data on their activities for payment and grant reporting purposes; completing and submitting purchase orders and vouchers for contracted services and program supplies, maintaining communication with the Accounting Department on the progress of payment issuance, supplying additional documentation as necessary;
- Use Microix and MIP applications to submit procurement documentation and monitor project activities;
- Using program and financial data to populate grant reports and grant applications to funders and assisting the Harm Reduction Coordinator to generate a monthly reports on program activities to the Tribal Council;
- Collaborate with Harm Reduction Program staff on managing physical inventory.
- Managing grant budgets within allowable timeframes; and
- Other duties as assigned.

Maintain strict confidentiality of all sensitive and personal data.

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 the essential functions.

Education and/or Experience:

Required: BA/B.S. Diploma preferred; Associates Degree required. At least 2 years of administrative experience is required, including working knowledge of managing budgets and completing purchases in a tribal government setting. A

key requirement to this position is personal and/or close family experience with discrimination due to being identified as a “drug user” and/or a person with mental illness and/or familiarity with the principles of harm reduction and experience using them in your interactions with others.

Other Skills and Abilities:

Ability to effectively organize and manage documents, data and information relating to multiple projects and maintain a positive working environment by effectively collaborating with others.

Background Check:

This position is contingent on the required ability to pass a Bad River general background check.

Language and Computing Skills:

Able to communicate with people effectively. Knowledge and familiarity with Microsoft Office tools (Word, Excel, etc.) and software applications used by the Bad River Accounting Department (Microix, MIP, TMS).

Reasoning Ability:

Good analytic and problem-solving skills; ability to perform math skills needed to effectively report on finances, collaborate with the Accounting Department on grant spending and complete requisitions.

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 the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up 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 the 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