

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Administrative Assistant

Department: Head Start, Education

Hourly Rate: \$17.00-\$19.00 **Full Time:** 40Hrs/Week

Exempt: No/Hourly

Supervisor: Head Start/Early Head Start Director

Posting Date: Public

Opens: January 6th, 2026

Closes: January 20th, 2026 @ 4:30pm



Summary: The Bad River Head Start/Early Head Start Administrative Assistant is responsible for performing a variety of office support duties on a day-to-day basis.

Essential Duties and Responsibilities include the following:

- Primary responsibility is to maintain a satellite accounting system for program grants and contracts, including developing an in-kind contribution record keeping system. The satellite accounting system will include preparing the program vouchers, purchasing orders, supporting budget management, and maintaining a record keeping system utilizing a computer program. The Administrative Assistant will also meet monthly with the Contracts/Grants Compliance Officer to review records.
- Responsible for maintaining an overall record keeping system for program contract files, correspondence, and personnel files according to tribal, federal, and state laws. Will assist with entering data in ChildPlus system. Will always maintain confidentiality.
- Responsible for typing correspondence, memos, monthly calendars, and reports as necessary; copying and collating materials as assigned by supervisor; and maintaining office supply inventory to include restocking.
- Responsible for maintaining a central message system for the entire program such as: telephone calls from vendors, parents, and providers; take messages; maintain a message board; retrieve and sort mail. Greet visitors/parents in a professional and courtesy manner.
- Will maintain a clean and organized reception area.
- Will be always a positive role modeling.
- Will attend program related training and perform other duties as assigned by supervisor.
- Will promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.
- Other Duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational and/or Experience:

Required:

- High school diploma or its equivalent is a minimum requirement.
- Must possess working knowledge of office equipment, computer software programs, and ability to perform customer service skills.
- Must have working experience in maintaining a record keeping system and possess keyboarding skills.

Preferred:

- Accounting specific to governmental accounting or Secretarial Science Certificate degree and/or one year work experience preferred.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must be able to work with a diverse population, possess strong telephone skills, as well as interpersonal skills; ability to provide cultural sensitivity.
- Working experience in maintaining a record keeping system and possess keyboarding skills.
- First Aid and TOT Saver CPR, and Shaken Baby Syndrome is mandatory and will be provided by the program.

Background Check:

This position is contingent on ability to pass required security background check. Must pass a Care Giver Background check regarding working with children and/or elderly. Must pass a required driver check regarding driving under the tribal insurance.

Physical Demands: The physical demands described here are representative of those that must be met 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.

Sedentary work, with some walking, standing, stooping required. Occasional lifting up to 50 lbs. Will be subject to tuberculosis testing.

Working Environment: The working environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. Noise level is moderate to loud.

Drug Free Workplace Act in accordance with the Drug Free Workplace Act of 1988 P.L. 100-690 and Pre-Employment Drug Testing in accordance with the Bad River Tribe's Employee Policy & Procedure 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: Personnel
P.O. Box 39
Odanah, WI 54861
www.badriver-nsn.gov