

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Administrative Assistant

**Department:** Superior Connections

**Hourly Rate:** \$25.00 per hour

**Full Time:** 40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Superior Connections Manager

**Posting Date:**

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**Opens:** 3/19/2026

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**Closes:** 4/2/2026

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**Summary:** The Administrative Assistant provides administrative and project support for the Superior Connections broadband infrastructure program, including the Tribe's fiber network expansion. This position assists the Superior Connections Manager with Right-of-Way outreach, tract ownership tracking, resident correspondence, and documentation associated with fiber infrastructure deployment. The role supports compliance with Bureau of Indian Affairs (BIA) Right-of-Way requirements and assists with project documentation associated with federally funded broadband expansion projects. This position helps ensure that landowner communication, ROW documentation, and project records are accurately organized and maintained throughout the fiber deployment process. The Tribe's fiber broadband expansion requires coordination with numerous landowners across multiple tracts and parcels. Accurate tracking of Right-of-Way outreach, landowner correspondence, and project documentation is essential to maintaining project timelines and regulatory compliance. This position supports the administrative workload associated with broadband deployment and allows the Superior Connections Manager to focus on network operations, infrastructure construction, and project management.

**Essential Duties and Responsibilities** include the following & other duties may be assigned by the Superior Connections Manager:

**Right-of-Way Documentation Support**

- Assist with preparation and distribution of Right-of-Way (ROW) notification letters.
- Prepare Letter of Intent (LOI) documents for tract landowners.
- Maintain spreadsheets tracking ROW correspondence and landowner communication.
- Track landowners who have multiple parcels or tract numbers.
- Assist with preparation of certified mail batches for ROW letters.
- Track returned certified mail receipts and signed documentation.
- Maintain logs documenting letters sent, responses received, and pending outreach.

**Landowner and Parcel Tracking**

- Maintain project spreadsheets tracking:
  - tract numbers
  - parcel ownership
  - mailing addresses
  - ROW letter status
  - certified mail tracking
  - returned receipts
  - signed ROW documentation
- Assist with verification of property ownership using GIS records and available land databases.

**Broadband Project Documentation**

- Maintain documentation related to broadband infrastructure projects.
- Organize project files, correspondence records, and documentation related to fiber deployment.

- Assist with maintaining documentation required for federal broadband grant compliance.
- Maintain electronic and physical project files.

**Administrative Support for Superior Connections**

- Provide administrative support to the Superior Connections Manager.
- Assist with preparation of project documentation, reports, and spreadsheets.
- Assist with internal communications and document organization related to broadband deployment.

**Financial and Administrative Support**

- Assist with vendor invoice documentation and payment tracking.
- Assist with budget monitoring documentation when needed.
- Maintain administrative records related to project expenditures.
- Assist with preparation of documentation for grant reporting and compliance.

**Utility Coordination Support**

- Assist with utility locate requests and documentation when required.
- Maintain records related to excavation notifications and utility locates.
- Assist with coordination of Diggers Hotline locate requests for fiber installation projects.

**Cultural Sensitivity:**

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**Education and/or Experience:**

**Required:**

- High school diploma or equivalent
- Strong administrative and organizational skills
- Experience with spreadsheet management and data entry
- Strong attention to detail and recordkeeping accuracy
- Ability to manage multiple tasks and maintain organized records
- Strong written communication skills

**Other Skills and Abilities:**

**Preferred:**

- Experience supporting infrastructure, construction, or utility projects
- Experience working with Right-of-Way documentation or landowner correspondence
- Familiarity with parcel ownership records or GIS systems
- Experience coordinating certified mail or legal correspondence
- Experience working within tribal government administration

**Experience with the following:**

**Administrative Systems**

- MIP financial system
- QuickBooks
- Accounts payable and receivable
- Vendor invoice processing
- Budget monitoring
- Financial recordkeeping

**Project Administration**

- Utility locate coordination
- RFP and bid documentation
- Equipment and vehicle recordkeeping
- Infrastructure project administrative support

## **Land and Property Records**

- Parcel ownership verification
- GIS research
- Property ownership documentation

## **Office Administration**

- Meeting organization and minutes
- Mail tracking and distribution
- Travel coordination
- Document scanning and recordkeeping

## **Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

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.

## **Reasoning Ability:**

- Familiar with tribal and county court systems and legal processes.
- Experience in crisis intervention.

**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 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](mailto:HRmanager@badriver-nsn.gov)  
[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)