



The Three Affiliated Tribes

Job Description

Administrative Assistant

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: MHA Interpretive Center Director DEPARTMENT: MHA Interpretive Center SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Administrative Assistant contributes to the preservation, promotion, and interpretation of the history, culture, language, and heritage of the Mandan, Hidatsa, and Arikara Nation while providing exceptional administrative support that strengthens the organization's operations and service to the community. The Administrative Assistant serves as the primary administrative support professional for the MHA Interpretive Center. This position is responsible for providing clerical, receptionist, customer service, and organizational support to ensure the efficient operation of the Interpretive Center. The Administrative Assistant assists staff, visitors, vendors, board members, and community members while maintaining a professional and welcoming environment that reflects the culture, values, and mission of the MHA Interpretive Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provide administrative support to the Executive Director, management team, and staff.
- Prepare correspondence, reports, meeting agendas, and other documents.
- Maintain electronic and paper filing systems.
- Assist with data entry, recordkeeping, and database management.
- Coordinate office schedules, calendars, and appointments.
- Prepare meeting packets, presentations, and board materials.
- Maintain confidentiality of organizational records and information.

Reception and Customer Service

- Serve as the first point of contact for visitors, guests, and callers.
- Answer and direct telephone calls in a professional manner.
- Greet visitors and provide information regarding programs, exhibits, and services.
- Receive, sort, and distribute incoming mail and deliveries.
- Maintain visitor logs and assist with front desk operations.

Office Operations

- Monitor and maintain office supplies and inventory.
- Coordinate purchases and supply orders as authorized.



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- Ensure common office areas, meeting rooms, and reception areas remain organized and presentable.
- Assist with equipment maintenance and service scheduling.
- Support facility scheduling and room reservations.

Meeting and Event Support

- Assist with planning and coordinating meetings, training, cultural events, and community programs.
- Prepare meeting notices, agendas, and minutes.
- Set up meeting rooms and audiovisual equipment.
- Assist with hospitality arrangements for meetings and events.
- Coordinate travel arrangements when necessary.

Financial and Administrative Assistance

- Assist with purchase orders, invoices, and expense documentation.
- Support budget tracking and recordkeeping activities.
- Maintain records for grants, contracts, and special projects as assigned.
- Assist with preparing reports required by management, funding agencies, and Tribal leadership.

Cultural and Community Relations

- Represent the MHA Interpretive Center in a professional and culturally respectful manner.
- Support programs that preserve, promote, and educate visitors about the history, culture, and traditions of the Mandan, Hidatsa, and Arikara Nation.
- Assist with community outreach and public engagement activities.

Other Duties

- Participate in staff meetings and training opportunities.
- Assist other departments as needed.
- Perform other duties as assigned by management.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

Knowledge, Skills, and Abilities

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.



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- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to maintain confidentiality.
- Strong customer service and interpersonal skills.
- Ability to prioritize multiple assignments and meet deadlines.
- Knowledge of office procedures and administrative practices.
- Ability to work independently and as part of a team.
- Appreciation and respect for Native American culture, history, and traditions.

Minimum Qualifications and Education:

- High School Diploma or GED **REQUIRED**.
- Associate Degree in Business Administration, Office Management, or related field **PREFERRED**.
- Minimum of two (2) years of administrative, clerical, receptionist, or office support experience **PREFERRED**.
- Experience working with Tribal organizations, cultural institutions, museums, or nonprofit organizations **PREFERRED**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and 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.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.



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PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____