

## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** **Administrative Assistant**  
**PROGRAM:** Environment Protection Agency, EPA  
**DEPARTMENT:** Administration  
**LOCATION:** Tribal Administration Bldg. Concho, OK  
**ISSUE DATE:** January 20, 2026.

#### OPEN UNTIL FILLED

**DUTIES:** The incumbent is under the general supervision of the Director for the EPA Program. Incumbent performs routine telephone calls, taking messages, forwarding messages to appropriate staff. Taking work assignments for staff, notifying staff of assignments, and checking for completion of assignments. Ordering office and maintenance supplies for the EPA Office. Setting up requisitions and Purchase Orders for vendor accounts that do business with the EPA Office and making payments in a timely manner. Also is responsible for updating file systems, typing routine correspondence and any other duties as assigned. Must be able and willing to attend conference training and meetings as required by the Environmental Director. Also, must assist the Environmental Director with budgets and cuff accounts. Serve as Property Custodian.

#### QUALIFICATIONS:

- High School Diploma or GED certification.
- At least two (2) years of responsible secretarial/administration experience.
- Must have knowledge and experience in working for a tribal environmental program or another tribal program.
- Successful completion of an accredited secretarial training course may substitute for work experience.
- Typing skills of at least 55 WPM.
- Must be computer literate in Microsoft Word, Excel, Spreadsheet and database programs, email accounts.
- Ability to professionally work well with other departments, tribal members, the public and vendors.
- Proficiency in grammar, spelling and punctuation.
- Native American preference, Tribal members preferred.
- Must have valid Oklahoma State Driver's License.
- Must be familiar with the purchasing procedures of the Tribal Government.

- Must have experience with budgets and cuff accounts.
- Provide administrative support to the Tribal Environmental Program and Program leadership
- Schedule and coordinate meetings, site visits, trainings, and community gatherings
- Prepare agendas, take meeting minutes, and track action items in alignment with Tribal protocols
- Maintain organized records in accordance with Tribal policies and confidentiality standards
- Collect and maintain program data, participation records, and documentation.
- Assist with planning and coordination of Tribal environmental projects (e.g., community gardens, land stewardship, conservation initiatives)
- Track project timelines, deliverables, and reporting requirements
- Support coordination with Tribal departments, community members, elders, and external part
- Assist with community outreach, including preparation of flyers, announcements, and meeting notices
- Serve as a point of contact for community members regarding Environmental Program activities
- Support logistics for culturally appropriate community events and volunteer activities
- Support activities that honor Tribal culture, traditions, and environmental teaching.
- Assist with documentation and organization of program materials while respecting cultural sensitivity and data sovereignty
- Follow guidance from elders and leadership when supporting culturally significant activities
- Assist with grant reporting, progress updates, and data entry as required.
- Support preparation of reports for Tribal leadership and funding entities.
- Assist with purchase requests, invoices, supply tracking, and expense documentation.
- Track donations, equipment, and materials in support of environmental projects.
- Assist with ensuring compliance with Tribal, federal, and environmental policies.
- Support safety planning and wellness practices during environmental and community activities.
- Uphold Tribal values of land stewardship, respect, and sustainability

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandrapaho-nsn.gov](mailto:atisdale@cheyenneandrapaho-nsn.gov)

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