

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

POSITION TITLE:	Administrative Assistant	DEPARTMENT: Education
PROGRAM:	Cheyenne and Arapaho Productions	
LOCATION:	Concho, Oklahoma	
STATUS:	Full Time, Permanent	
REPORTS TO:	Director of C&A Production	
ISSUE DATE:	September 21, 2026	

OPEN UNTIL FILLED

GENERAL DESCRIPTION

Under the direct supervision of the Director of Production, the Administrative Assistant provides administrative and operational support to Cheyenne and Arapaho Productions. The position coordinates office activities, scheduling, records, purchasing, inventory, financial administration, and communications while providing professional customer service to Tribal members, employees, vendors, production clients, and the general public.

The successful candidate must be organized, dependable, detail-oriented, able to manage multiple priorities, and capable of working independently with limited supervision in a fast-paced media and production environment. The position requires discretion and confidentiality when handling Tribal, financial, personnel, production, and other sensitive information.

DUTIES AND RESPONSIBILITIES

Administrative & Office Support

- Provide administrative support to the Director of
- Production and program staff.
- Manage office correspondence, filing systems, records, supplies, and general office procedures.
- Answer telephone calls, greet visitors, respond to inquiries, take messages, and direct individuals to the appropriate personnel.
- Maintain calendars, schedules, appointments, meetings, and production-related activities.
- Prepare, organize, proofread, and distribute correspondence, reports, forms, and other documents.

- Coordinate activities with Tribal departments, programs, vendors, clients, and other internal and external contacts.

Production & Program Support

- Provide administrative support for television, video, studio, community, and other production activities.
- Receive and review production requests and related documentation for completeness.
- Assist with scheduling, production paperwork, meeting preparation, events, and other program activities.
- Assist with the administrative coordination of Tribal and community meetings, conferences, productions, and special events.
- Assist with management of authorized social media and digital video platforms.

Records & Property Management

- Maintain accurate electronic and physical records and ensure documents are properly filed and retained.
- Assist with records retention, document destruction, and records-management activities in accordance with applicable policies.
- Serve as or assist the program Property Custodian, including maintaining inventories, asset tags, property records, transfers, disposals, and loss documentation.
- Receive and process records, shipments, and other materials and resolve discrepancies as necessary.
- Check in inventory into the master inventory list assuring that each entry has pictures and detailed information on each item.

Budget, Accounting & Purchasing

- Assist with program budgeting, bookkeeping, accounts payable, accounts receivable, invoicing, deposits, and payment processing.
- Review and maintain financial documentation and assist with preparation of budget and financial reports.
- Monitor expenditures and assist with annual budget preparation and expenditure planning.
- Assist with purchasing, procurement, vendor communications, quotations, orders, and related documentation.
- Utilize accounting and financial management systems as required.

Grants & Funding

Identify potential grant opportunities consistent with the mission and objectives of Cheyenne and Arapaho Productions.

Assist with grant research, applications, supporting documentation, deadlines, and reporting requirements.

Professional Responsibilities

- Maintain strict confidentiality of Tribal, financial, personnel, production, and other sensitive information.
 - Maintain a professional and favorable relationship with Tribal members, employees, programs, vendors, clients, and the general public.
 - Represent Cheyenne and Arapaho Productions professionally at meetings, conferences, civic organizations, and community events when assigned.
 - Perform other duties as assigned by the Director of Operations and Production.
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QUALIFICATIONS

Required

- High school diploma or GED.
- Administrative, office, or secretarial experience.
- Strong organizational, computer, written, and verbal communication skills.
- Proficiency with Microsoft Office, including Outlook Calendar Scheduling and Excel.
- Ability to maintain records, spreadsheets, schedules, and financial documentation.
- Basic knowledge of budgets, purchasing, bookkeeping, and financial administration.
- Valid Oklahoma driver's license.
- Reliable transportation
- Ability to lift up to 50 pounds.
- Ability to maintain confidentiality and work independently with limited supervision.
- Ability to maintain a professional relationship with Tribal members, employees, vendors, clients, and the general public.

Preferred

- Experience with Tribal government, governmental agencies, nonprofit organizations, television, media, or production.
 - **Experience with accounting software such as Intacct/Sage or comparable systems.**
 - Experience with Cuff Account or comparable accounting/ledger systems.
 - Experience with grant research or administration.
 - Experience with social media and digital media platforms.
 - Experience with records, inventory, property, or asset management.
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KNOWLEDGE, SKILLS & ABILITIES

- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to prioritize and manage multiple assignments and deadlines.
- Strong interpersonal and customer-service skills.
- Ability to communicate effectively with individuals from diverse backgrounds.
- Ability to learn and use new software and technology.
- Ability to exercise sound judgment and discretion.

- Ability to work effectively as part of a team and independently.

PHYSICAL & WORK ENVIRONMENT

Work is primarily performed in an office and media-production environment and may include occasional work in studios, meeting facilities, community venues, and other locations. Position requires routine sitting, standing, walking, bending, reaching, computer use, and occasional lifting of up to 50 pounds. Occasional evening or weekend work may be required for meetings, productions, broadcasts, or special events.

Reasonable accommodations may be considered for qualified individuals with disabilities in accordance with applicable requirements and Tribal policy.

TRIBAL PREFERENCE

Cheyenne and Arapaho preference applies.

Preference will be given in accordance with applicable Tribal policies and employment requirements.

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@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov