
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Missing and Murdered Indigenous People's (MMIP) Administrative Assistant

Reports To: MMIP Outreach and Advocacy Coordinator

Location: Orleans, CA/ Happy Camp, CA

Assigned Work Location: Orleans, CA/ Happy Camp, CA

Salary: \$25.00-\$30.00 per hour, DOE

Classification: Full Time, Regular, Non-Exempt

Summary: The MMIP Administrative Assistant under the supervision of the MMIP Outreach and Advocacy Coordinator will be responsible for assisting the development of the Karuk Tribe's project to address the issue of Murdered and Missing Indigenous People. This includes coordination with the Karuk community, various Karuk government departments, contracting partners, law enforcement (tribal, state, and federal) and partnering agencies.

Application Deadline: April 16, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Assists in developing and maintaining workable relationships with law enforcement agencies on tribal, local, county, state, and federal levels.
2. Assists in identifying stakeholders and attend/organize ongoing meetings.
3. Assists in monitoring and reporting on grant objectives and activities to Karuk Judicial, Tribal Council, funding agency, and tribal community.
4. Assists with collecting intake and data sheet process for MMIP cases and families.
5. Assist with the provision of services to address the needs of families impacted by MMIP.
6. Assist in the development and distribution of educational, age, and culturally appropriate materials for schools, the general public and community meetings.
7. Assist in maintaining an electronic database in order to track and input MMIP cases.
8. Assists in the management of operational budgets and reports, ensures adherence to procurement and inventory policies, and collaborates closely with Supervisor, ensuring approval as required.
9. Assists in ensuring compliance with the laws and regulations relating to the administration of the grant.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.

12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrates knowledge of social science methodologies and interpretation, including interviews, surveys, and demographic data collection.
2. Exhibits ability to work with all phases of the community in a confidential and non- judgmental manner.
3. Exhibits organizational skills and the ability to plan and implement activities and strategies.
4. Demonstrates ability to communicate effectively with law enforcement, state and federal agencies, tribes, and community members.
5. Exhibits ability to exercise sound, expert and independent judgment within general policy guidelines.
6. Proven ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
7. Acknowledgement that in order to serve Karuk People one must know as much as possible about Karuk history, culture and values.
8. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
9. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
10. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
11. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. High school diploma or equivalent and 1- year general experience or 1-year specialized experience assisting professionals in one or more social programs such as Family Services, Child Services, Victim Services, Human Services, or closely related program.
2. Experience that indicates the ability to interact effectively with leaders among Native American communities, government agencies, scientific and academic communities, judicial and advocacy organizations, nongovernmental groups and the public at large is required.
3. Must have current Cardio Pulmonary Resuscitation (CPR) certification or the ability to become certified within 30 days of hire.
4. Demonstrated ability in word processing, spreadsheets, and input and maintenance of databases.
5. Must be willing to work modified hours to support grant deliverables, activities or crisis intervention that extend prior to or after normal working hours, including weekends.
6. Must be a self-starter, well organized, and willing to learn new skills.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug screening test.
9. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act

(ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: April 2, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25