



Job Posting

Job title: PEAFF Assistant/Administrative Clerk

Location: Pala, CA

Application Deadline: Open until filled (*Review of applications will begin immediately*)

Compensation: Minimum of \$18/hour. DOE (*In addition to hourly pay, we offer paid time off, 401(k), rich benefits & much more!*)

Status: Full Time/Temporary (*This position is temporary through September 2022*)

Job Summary

This position works out of the TANF Administration office on the Pala Reservation, under the supervision of the PEAFF Specialist. This position assists with maintaining relationships with external agencies, organizations, and Tribes, and helps to implement marketing activities and outreach strategies designed to increase the number of qualified participants in the PEAFF program. In relation to the Administrative Clerk component, this position performs clerical duties including answering telephones, screening calls, taking messages, and acting as receptionist; sets up and maintains files of information; uses computer skills to enter and maintain data; prepare correspondence and develop other routine documents; may make appointments and travel arrangements, and coordinate other activities.

Essential Functions

1. Assist with PEAFF screening and/or application intakes.
2. Input participant data into a database.
3. Prepare, plan, and write activity requests and complete booth reservation forms for upcoming events.
4. Participate in and attend community and outreach events and meetings.
5. Prepare and compile lists of individuals and organizations that need to be contacted and mail brochures and program information.
6. Assist in the coordination of events and creation of the materials.

7. Research community newspapers and newsletters and establish contacts for PEAFF program articles and/or advertising placement.
8. Assist in the writing and editing of articles and advertising for the PEAFF program.
9. Research and identify potential sites for PEAFF promotional displays and distribute and replenish business reply cards for marketing efforts.
10. Operate a variety of office equipment, such as copier, computer, printer, fax, calculator, etc.
11. Greet visitors, handle their inquiries, and direct them to the appropriate staff according to their needs.
12. Answer phones, screen calls, take messages, and/or transfer calls to appropriate staff.
13. Type letters, reports, forms, etc. from rough drafts.
14. Assist in the preparation of program reports, proposals, etc.
15. Establish and maintain filing system for correspondence, forms, reports, records, etc.
16. Maintains strict confidentiality of all facts of programs and client records.
17. Other appropriate duties as assigned by the PEAFF Coordinator.

Job Requirements and Qualifications

Qualifications:

1. Prefer a Native American individual familiar with the Tribes, Tribal members, and Tribal governments in the counties of San Diego, Orange and Santa Barbara.
2. Must be able to interface effectively with TANF staff and management, Tribal community members and leaders, private and public business leaders, local government officials, and potential and current PEAFF participants.
3. Must be willing to travel extensively throughout the counties of San Diego, Orange and Santa Barbara, and any other area assigned for the purpose of conducting business.
4. Must be able to work well with people from diverse cultural, ethnic, and socio-economic backgrounds, with knowledge of Indian communities and sensitivity to Indian needs.
5. Must be very well organized to manage time and tasks efficiently and effectively.
6. Must be willing to work evenings and weekends.

Education: Minimum High School Diploma/GED or three (3) years work experience in an office setting.

Experience: Proven, successful experience and knowledge in the areas of office administrative practices and procedures, project management, program planning and design, evaluation and analysis.

Knowledge, Skills & Abilities:

Knowledge of:

1. Indian history, culture, and politics. Awareness of current Native American issues with regard to employment, training, welfare referral and social services.
2. Native American values and culture in relation to self-sufficiency and welfare dependence.
3. Business English, proper spelling, grammar, punctuation, and basic arithmetic.

Skill in:

1. Operating business computers and office machines, including Windows, specifically Word, Excel, Access and PowerPoint.
2. Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
3. Preparing reports and correspondence.
4. Records and file management.
5. Requires minimum typing speed of 40 words per minute.

Ability to:

1. Work with a positive, tactful, and confidential manner with staff and participants of the program.
2. Analyze problems, conditions, policies and procedures; make sound decisions, and take appropriate actions.
3. Compile, organize, interpret, and report on complex data.
4. Exercise independent judgment and initiative, while maintaining independent responsibility.
5. Understand and implement appropriate decisions with consideration for the human, social, community, political, and organizational implications.
6. Work in a highly complex and structured environment while maintaining a creative and flexible problem-solving approach.
7. Work independently and meet strict timelines.
8. Be persuasive and tactful in controversial situations.
9. Define problems, collect data, establish facts and draw valid conclusions.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete background check, Live Scan, and drug screening.

Other Information

In addition to the essential duties listed above the PEA Assistant/Administrative Clerk is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Flexible schedule (occasional after-hours and weekends) and travel may be required depending on workload, workshops, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Be able to maintain heavy paperwork and processing in a fast-paced work environment.
11. Enjoy working independently and meet timelines.
12. Make sound rational decisions and recommendations without bias.
13. Assist with temporary training of TANF staff.
14. Travel between office sites may be requested to assist with training/office coverage.
15. Develop constructive and cooperative working relationships with others, and maintain them over time.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the "About SCTCA" link.

SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.