

ADVERTISEMENT DISCLAIMER: This position description has been simplified to support youth applicants and may not fully reflect the responsibilities, expectations, or qualifications required of a regular full-time or part-time employee. The position may involve broader responsibilities, advanced skills, and different day-to-day duties in a formal employment setting.

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

POSITION TITLE:	Office Assistant
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Office of Executive Director
LOCATION:	Nixyáawii Governance Center Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	Executive Director
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00

GENERAL STATEMENT OF DUTIES

The Office Assistant will help with daily office tasks like organizing files, answering phones, and running work-related errands within the Tribal Government offices. This role is unique and important because you will be working alongside members of the CTUIRs Executive Office, providing them with clerical support. This position also allows for the opportunity to shadow various staff members who work in the Executive Office, including but not limited to the Executive Director, Deputy(s) of the Executive Director, and members of the Board of Trustees.

WHAT TO EXPECT

Expect to work in a professional setting where you will develop skills in organization, communication, and how to use standard office devices/technology. You'll gain first-hand experience in Tribal government operations and improve your knowledge of administrative office systems. This job is excellent for someone who is interested in administration, business, Tribal government, and office management.

Office Assistant
2025 Summer Youth Employment Program

DUTIES & RESPONSIBILITIES

- 1) Dress appropriately for different work experiences and activities, such as office work and/or community events.
- 2) Treat others with respect at all times.
- 3) Report to work on time/prepared each day, and follow a daily schedule.
- 4) Organization of files, bookshelves, etc.
- 5) General office duties include sorting and delivering incoming mail and sending outgoing mail, filing records, and answering telephones.
- 6) Taking meeting notes, including typing, formatting, and editing Word documents on a computer.
- 7) Observing and learning basic office operations.
- 8) Running work-related errands.

BASIC SKILLS & INTERESTS

- 1) Interest in Tribal Governance, administration, office management, and business.
- 2) Demonstrate a willingness to learn and apply new skills.
- 3) Able to follow safety protocols and meet expectations.
- 4) Basic organizational and self-management skills.
- 5) Has interpersonal skills and is comfortable speaking to various people one-on-one or in groups.
- 6) Basic understanding of office technology (Word, email, copier, etc.).
- 7) Enjoys following daily routines and completing structured tasks that require attention to detail.
- 8) Able to maintain a positive attitude in stressful situations.

PHYSICAL DEMANDS

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 25 lbs.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Desire to build communication and problem-solving skills.
- 2) Comfortable with using different technology and devices, or willing to learn.
- 3) Must have basic organizational and self-management skills.
- 4) Basic understanding of office systems (Word, email, copier, telephone, etc.), or ability to learn.
- 5) Must have the ability to learn and follow strict confidentiality rules.
- 6) Exhibit professional demeanor.
- 7) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.