



# Cultural Program Assistant

COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT

## **POSITION DESCRIPTION**

**Title:** Cultural Program Assistant

**Schedule:** Monday through Friday

**Location:** Longview, WA

**Opening Date:** Sept 1, 2017

**Classification:** Full Time

**Salary Range:** \$31 to \$42K Annually DOQ

**Closing Date:** September 15, 2017 or until filled

## **Summary:**

The program assistant is responsible for providing support for the various tasks and events being implemented by the Cowlitz Cultural Program. The person reports to the Cultural Program Manager and also assists other staff. In addition, the program assistant also provides administrative support to cultural groups, programming and families.

## **Essential Tasks and Responsibilities:**

The duties and responsibilities of a program assistant can vary depending on the specific project or tasks assigned to. However, in general, a program assistant can have the following duties and responsibilities:

- Coordinating events and conferences
- Researching sources for funds
- Helping to prepare documentation for grants
- Preparing presentations
- Maintaining databases
- Managing online resources
- Typing out minutes of meetings
- Filing
- Managing and scheduling meetings
- Managing the calendar of the program manager
- Answering telephone calls
- Assist in making travel arrangements
- Processing purchase orders and timesheets
- Other clerical duties as assigned.

## **Program Assistant Skills and Specifications:**

The skills and specifications that a program assistant needs are as follows:

- Have good written and verbal communication skills

- Have the ability to conduct research independently
- Be able to multitask
- Have a keen eye for details
- Be computer literate
- Be good with numbers
- Be self-motivated
- Have strong inclination for customer service
- Be professional
- Be polite and courteous
- Be enthusiastic
- Be a team player
- Have problem solving ability
- Have good reasoning power
- Have strong organizational skills

**Education and/or Experience:**

- Associates Degree in a clerical/related field of study with 2 years of relevant experience, or 4 years of relevant experience related to essential tasks and responsibilities.

**Additional Criteria and Information:**

- Must submit and pass drug screening and criminal background check.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

**Please mail resume and cover letter to:**

Human Resources Department  
Cowlitz Indian Tribe  
P.O. Box 2547  
Longview, WA 98632