



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Planning and Information Clerk**
SUPERVISOR: Tribal Planner or Designee
LOCATION: LDF Tribal Planning Office
POST DATE: July 25, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to assist in the coordination and collection of data for Tribal Planning, other tribal departments, and administration. To help identify needs and to assist in communication, in disseminating community information and events.

Qualifications: High School Diploma or Equivalent is required. Knowledge of computer systems and data entry is required. Must possess and maintain a valid Wisconsin Driver's License, liability insurance, and access to personal vehicle. An enrolled member or descendant of the Lac du Flambeau Band of Lake Superior Chippewa Indians preferred.

Salary: \$15.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Planning and Information Clerk

B. DEPARTMENT: Tribal Planning Office

C. SUPERVISOR'S TITLE: Tribal Planner or Designee

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to assist in the coordination and collection of data for Tribal Planning, other tribal departments, and administration. To help identify needs and to assist in communication, in disseminating community information and events. Specific responsibilities include but are not limited to the following:

1. Make calls and in-person visits to Tribal Households for the purpose of explaining and collecting survey and census information as needed.
2. Contact inaccessible Tribal Members by mail when they cannot be reached by phone or in person.
3. Conduct and complete accurate tribal census surveys.
4. Compiles and updates data.
5. Communicate in an effective manner and maintain professionalism at all times.
6. Offer administrative assistance to grant team for grant development.
7. Assist in community assessment and public meetings.
8. Develop and maintain calendar of events on the website.
9. Distribute promotional materials and promote community and business by email, phone, and in person.
10. Communicate with local businesses and tribal programs.
11. Attend meetings and/or trainings as necessary.
12. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Continuous contact with program staff on a daily basis.
2. **External:** Frequent contact with the general public, tribal members, and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Tribal Planner and/or Designee

H. EDUCATION: High School Diploma or equivalent is required.

