

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## JOB ANNOUNCEMENT

**JOB TITLE:** JOM Office Assistant

**OPEN:** May 2, 2023

**EXEMPT:** No

**SALARY:** (8) \$23.05-\$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** JOM

**DURATION:** Regular Full Time

**CLOSES:** May 16, 2023

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** JOM

**SUPERVISOR:** JOM Director

**VACANCIES:** 1

**JOB SUMMARY:** To assist JOM Program in all aspects of the clerical duties.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Assist as needed with reoccurring projects, to include but not limited to:
  - Lummi student data base in MS Access ( Lummi Nation School and Ferndale School District Students Age 3 through 12<sup>th</sup> grade).
  - Monthly student birthday calendar in MS Publisher and PowerPoint.
  - Tutoring calendar.
  - Graduation PowerPoint and Poster.
2. Work closely with LIBC and Education Finance departments to ensure timely processing of documents related to the purchase and distribution of school supplies.
3. Oversee the internal handling of all departmental documents to ensure a smooth routing process from the department to Finance to LIBC administration.
4. Maintain current office filing for staff and students
  - a. Staff Profile: Background clearance, mandatory reporting documentation, resume
  - b. Student Profile: Medical records, IEPs, application
  - c. Funding Requests: identify type of request, justification for the request, record of receipt of funding request.
5. Distribute all incoming mail, keep track of office supply inventory and order supplies when needed
6. Perform errands that assist daily operations
7. Assist with design and distribution of various information flyers.
8. Submit articles to Squol Quol (ex. Student birthdays, meeting information).
9. Involvement with Parent Committee as required with the goals and objective of the JOM programs.
10. Inform parents of parent/child activities at Ferndale School District, through mailing, phone calls or internet. Update JOM Social Media page.
11. Maintain JOM cuff-account.
12. Maintain a daily log of contacts and activities.
13. Submit Payroll in timely manner with all supporting documentation to Finance Department

## MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and

- Two (2) years of experience in a secretarial or administrative support role; **OR**
- Associates of Arts & Science degree in Public and Tribal Administration, or related field.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Be respectful and sensitive to the community values and culture of the Lummi community.
- Demonstrate and understanding of all phases of required work.
- Ability to communicate effectively with Indian and Education Community.
- Experience in planning coordination of activities and budget management.
- Ability to always keep and maintain confidentiality regarding student record and other records pertaining to the program.
- Must be very reliable and demonstrate good working habits and ability.
- Must maintain STRICTEST CONFIDENTIALITY of caseloads.
- Must have experience in Microsoft Excel, Word, PowerPoint, Access, Publisher, Outlook and
- Internet searching.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.