



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000
'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Safety Assistant

OPEN: March 31, 2026

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full-time

CLOSES: April 15, 2026

JOB CODE:

DIVISION: Administration

DEPARTMENT: General Managers Office

SUPERVISOR: Safety Manager

VACANCIES:1

JOB SUMMARY: The Safety Office Assistant must maintain a flexible schedule to meet job requirements, as many work hours will occur during Lummi Indian Business Council (LIBC) functions, including evenings and weekends. This position assists the Safety Office with the management and implementation of LIBC safety program policies to help ensure a safe and healthy workplace for LIBC employees and members of the Lummi community.

The Safety Office Assistant also supports emergency management coordination efforts and works closely with the LIBC Safety Office, the General Manager's Office, and the Emergency Management Team. The incumbent must demonstrate strong communication and organizational skills. This role is critical to maintaining the daily operations and administrative functions of the LIBC Safety Office. The Safety assistant is responsible for performing front-desk reception duties and administrative tasks. Responsibilities include greeting visitors, answering and routing phone calls, maintaining safety files and records, assisting with data entry and reports, and providing general office support to the safety team.

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

1. Assist with ensuring that LIBC and the Lummi Nation members, employees and guests are in compliance with Health and Safety policies at LIBC functions and in LIBC buildings.
2. Assist with maintaining and updating safety policies as needed.
3. greeting visitors, answering and routing phone calls, maintaining safety files and records, assisting with data entry and reports, and providing general office support
4. Attend and help facilitate Emergency Management Trainings and Meetings as needed.
5. Work directly with management on responding to emergency management needs and assist with the operations of the inclement weather shelters for the Lummi Nation.
6. Responsible for promoting workplace safety through, but not limited to, signage, flyers, e-mails, social media, etc.
7. Assist with maintaining Safety Office files and managing all Safety Office documentations.
8. Assist with coordinating and conducting CPR/First Aide Classes and Trainings, as needed.

9. Assist with processing all accounts payable and accounts receivable documents for the Lummi Safety Office.
10. Assist with covering LIBC Administration Greeter and General Manager Front Desk as needed.
11. Coordinate and help facilitate all Safety Committee member meetings monthly.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED **required**.
- Associates of Arts Degree *preferred*.
- Must have at least two years work experience as a receptionist **required**.
- Must be able to perform CPR compressions for up to 5 minutes.
- Able to lift 60 pounds repetitively unassisted.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Must obtain a valid American Red Cross First Aid, CPR, Instructor Certification within 90 days of hire.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent communication skills both orally and written.
- Detail oriented and has great time management skills.
- Organizational skills and ability.
- Outstanding interpersonal skills and experience.
- Ability to prioritize workload and work under pressure of numerous deadlines.
- Self-starter and self-motivated to seek out safety concerns.
- Ability to work independently on assigned tasks as well as accept direction on assignments.
- Ability to read and interpret documents such as, but not limited to, OSHA, WISHA and FEMA regulations, the Lummi Safety Manual, Human Resource policies and procedures, Emergency Action Plan (EAP), The Community Action Plan, Medical reports from the Center for Disease and Control (CDC), and the Lummi Public Health Team.
- Ability to establish good working relationships with LIBC Department Directors / Managers / Supervisors, and employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and see the process through to a reasonable solution.
- Knowledge of Microsoft Office (Word, Excel, Access, and PowerPoint programs).

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.
- Position requires extensive Criminal Background Check.
- Must attend required Emergency Management trainings and meetings.
- Must be able to maintain strict confidentiality at all times, with highly sensitive information.

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. 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.