



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

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| POSITION TITLE: | <u>Executive Assistant to Tribal Council</u> | OPENING DATE: | <u>April 2, 2025</u> |
| CLASSIFICATION: | <u>Full-Time</u> | FILING DEADLINE: | <u>Until Filled</u> |
| STATUS: | <u>Exempt</u> | DEPARTMENT: | <u>Tribal Council</u> |
| RATE OF PAY: | <u>DOE</u> | SUPERVISOR: | <u>Tribal Council</u> |

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| HIRING PREFERENCE POSITION CATEGORY: | B |
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SUMMARY:

The Executive Assistant provides administrative support to the Pechanga Tribal Council and Executive Staff, handling a wide range of administrative and executive support related tasks. Duties include but are not limited to managing and coordination of executive calendars, travel arrangements, preparation and typing of correspondence, answering phones, greeting visitors, scheduling appointments, filing and performing a wide variety of other routine administrative tasks as assigned. The Executive Assistant works under general supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support for Tribal Council and Executive Staff.
- Schedules and coordinates appointments, meetings, and conferences.
- Manage, organize and coordinate executive calendars and schedules.
- Coordinate travel arrangements. Anticipate travel details, related needs, time zone issues and organize appropriately. Prepare and provide confirmation of travel arrangements and/or a travel itinerary, execute last minute revisions, and ensure availability to execute changes during travel.
- Assists Tribal Council members in providing service to Tribal Members by answering the phone, responding to inquiries and greeting visitors.
- Must be responsive and available to work extended hours, to include answering and/or responding to emails and phone calls outside of normal business hours and on weekends when needed.
- Must be available to work during General Membership meetings on Sundays approximately 6-12 times per year.
- Exercise discretion and professionalism when relating to sensitive internal and external matters and be willing to sign confidentiality agreement.
- Works independently with minimum direction and must use independent judgement to make decisions.
- Prepares, proofreads, edits, and corrects correspondence and documents.
- Arranges teleconferences, conference calls, and virtual meetings.
- Process all donation and sponsorship requests, when assigned.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Reconciles and prepares Tribal Council's and own monthly expense reports.
- Handles special projects and conducts internet research, or other research, as requested.
- Prioritize emails and other correspondence including faxes.
- Manages incoming mail and other documents, distributing and acting upon accordingly.
- Maintains Tribal Council department files.
- Determines need for and requisitions supplies, equipment, and repair and maintenance services.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- A minimum of 4-7 years of related experience in senior, executive level support position (experience in supporting medium-size governmental office, or other comparable executive office, desirable).
- AA degree or a combination of education and related work experience.
- Advanced computer skills, including proficiency with Microsoft Office applications.
- Typing of 55 wpm (with no more than 10 errors); 65 wpm preferred.
- Experience handling confidential and/or sensitive information.
- Excellent writing and communication skills with strong proofreading and accurate grammar.
- Exceptional and outstanding organizational skills, detail oriented, with strong multitasking and prioritization skills.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Ability and flexibility to work overtime on short notice, to include answering emails outside of normal business hours and the possibility to work at least one Sunday a month.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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