



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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

## JOB ANNOUNCEMENT

### Administrative

POSITION TITLE:	<u>Assistant</u>	OPENING DATE:	<u>March 22, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>March 31, 2023</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Silver Feathers</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Silver Feather Admin</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

As directed by the Silver Feathers Administrator, the Administrative Assistant will provide administrative support and customer service to support the operations of the Silver Feathers department such as preparation, copying and mailing of outgoing flyers; providing communication with the membership; and other administrative support duties for seamless customer service.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Administrator.
- Answer incoming calls and field questions from members and visitors.
- Provide Elders excellent customer service.
- Manage and maintain files, email, voice and written correspondence to the membership.
- Distribute and prepare mail and packages for pickup by USPS, FedEx, UPS and other services as needed.
- Copy and process event and informational flyers for distribution.
- Assist with the coordination of the Silver Feather membership reimbursement program.
- When needed, make deliveries or pick up food and supplies to support the Elders Program.
- Update and maintain membership data.
- Ensure knowledge of the Silver Feathers Bylaws to communicate, explain and discuss with the Silver Feathers membership.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and Silver Feather Bylaws.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED equivalent **required**.
- Two (2) years of related experience in an office environment **required**.
- Proficiency **required** with Microsoft Office; MSWord, Excel, Publisher, PowerPoint and Outlook.
- Experience using postage, mail and folding machines preferred.
- **Must** possess a valid driver's license and proof of insurance.
- Good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Excellent communication and organizational skills required.

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.

- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

**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](http://WWW.PECHANGA-NSN.GOV)

Send application and resume to:  
Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)  
Fax: 951-587-2209

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