

"JOB ANNOUNCEMENT"

TITLE : Economic Development Secretary

SALARY : \$13,000 to \$17,000 Annually (D.O.E.)

SUPERVISOR : Economic Development Director

CLOSING DATE: January 10, 1989

DUTIES AND RESPONSIBILITIES:

Provide clerical and organizational support fro Tribal Economic Development Department.
 Maintain departmental records and files.
 Coordinate meetings between Tribal Development Corporation and Tribal Council.
 Assist in scheduling and travel arrangements.
 Answer telephone and coordinate communications.
 Record minutes of Tribal Development Corporation.
 Other Duties as Assigned.

MINIMUM QUALIFICATIONS:

Must type 50 words per minute.
 Must have High School Diploma or equivalent. Prefer 2 (two) years of college level clerical experience.
 Must have at least 3 (three) years of recent clerical experience.
 Must be able to work with a minimum of supervision.
 Must be able to work with Tribal Community and business representatives.
 Must demonstrate excellent oral and written communication skills.
 Must have reliable transportation and a valid drivers license.
 Must be willing to work some evenings and weekends.

Tribal/Indian Preference will apply.

SEND RESUME TO:

CONFEDERATED TRIBES OF GRAND RONDE
 P.O. BOX 38
 GRAND RONDE, OREGON 97347
 ATTN: GENERAL MANAGER

"NICE WORK, MARK & FLOYD"

By Michel Childers

Mark Grosser and Floyd Labonte who are presently working at the Confederated Tribes of Grand Ronde were recently praised by visitors and co-workers for the fine job that they have done on the Tribes' grounds here at the office.

"I want to give the Tribe something that looks nice and that we can all be proud of", says Mark. He adds, "I really take a lot of pride in the work I do and I want everyone else to be proud of the grounds here at the office too.

Floyd Labonte, who just started working here in Grand Ronde on November 29th has made a noticable improvement already on the grounds outside. "I enjoy seeing all the progress we make out here," says Floyd. "It gives a person a feeling of satisfaction to look back on a job that's been well-done and knowing that your a part of that well-done job."

Keep up the great work, Mark and Floyd.

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CONFEDERATED TRIBES OF GRAND RONDE

POSITION: SECRETARY

RESPONSIBLE TO: TRIBAL SUBSISTENCE PROGRAM

WAGE: \$5.00 Per hour - 32 hours per week

QUALIFICATIONS:

- Ability to type
- Ability to answer phones
- Ability to deal with public
- Knowledge of computers helpful
- Ability to maintain program files
- Ability to maintain client confidentiality

DUTIES:

- Typing/word processing
- Answering phones/messages
- Copying and collating
- filing
- Taking photo I.D's
- Bulk Mailing Issuing Hunting/Fishing Tag Licenses
- Other duties as assigned

Send resume and qualifications to:

HFN COORDINATOR
 CONFEDERATED TRIBES OF GRAND RONDE
 P.O. BOX 38
 GRAND RONDE, OREGON 97347

TRIBAL/INDIAN PREFERENCE APPLIES.

CLOSING DATE: FRIDAY, JANUARY 12, 1989, 5:00 PM.

"POW-WOW"

The Pow Wow Committee has some openings still available. If any one is interested in joining the committee, and would like to sign up for one of the sub-committee's, the ones listed below are still open. If you are interested, contact Joann Mercier at 879-5211, and ask for a application, then it will be mailed out to you, or you can come in and get one.

Your mileage to and from meetings, and time spent on the committee will be paid for.

CHAIRMAN: Merle Leno
 VICE CHAIR: Jan Haller
 SECRETARY: Joann Mercier
 TREASURER: Margo Mercier
 TRIBAL COUNCIL: Wilmadene Butler, Kathryn Harrison, Candy Robertson, Val Grout

SUB-COMMITTEE HEADS:

MAINTENANCE: Russ Leno
 ELDERS: Ivanetta Cook
 KITCHEN: Mark Cook
 VENDORS: Ken Schmid
 CLEAN-UP/COOR.: -----
 PARKING: -----
 PR & FUNDRAISERS: Kathryn Harrison/Shelley Hanson
 ROYALTY: Patty Ring
 DANCE, CRAFT, & DRUMMING: -----
 TRIBAL SALES: Zelda Lane/Karen Schmid
 CALENDAR: Shelley Hanson

"JOB ANNOUNCEMENT"

Division of Social Services, Family Services, Alcohol and Drug Programs.

Closing Date: January 8th, 1990 (5 p.m.)

Title: HUMAN SERVICES SECRETARY

Salary: \$12,000 - \$15,000
Tribal Indian preference in hiring.

Responsible to Social Services Director and Alcohol and Drug Program Director.

DUTIES: Provide secretarial services for above listed programs. Responsible for answering telephone and referring clients to proper programs. A good telephone voice, pleasant personality manner is required.

Qualifications that would be helpful for applicant:

- Knowledge of human services agencies
- Typing and computer skills
- Filing and organizational skills
- Working with confidential files
- Receptionist experience
- Ability to read and understand material to assist clients
- Knowledge of Indian culture and ability to work with Native American elders
- Good transportation and drivers license
- Motivated to work with clients and to provide help is an important aspect of your working relationship with the program and clients
- Other duties as assigned.

The Human Services Programs provide services in the areas of:

Indian Child Welfare, Alcohol and Drug Counseling, Referral Services, Family Counseling, Senior Services, Education and Prevention Services for Alcohol and Drug Program, Youth Rehabilitation and Aftercare Services, Outpatient Counseling and Other Community services as needed.

Send Resume and qualifications to:
 General Manager
 Confederated Tribes of Grand Ronde
 P.O. Box 38
 Grand Ronde, OR 97347

**"SEASONAL TEMPORARY WORKERS"**

Qualifications:

Applicants must be a Tribal Member, 18 years and older in good physical condition.
 At various times during the year temporary workers are needed for reforestation, precommercial thinning, fire trailing, slash burning and other Forestry related jobs. If anyone meeting the above qualifications is interested in that type of work please contact the Tribal Forestry Office at 879-5522. There are no positions at the present time. We are establishing a list for future job openings with contractors, other organizations and Tribal Forestry.