



**Great Lakes Inter-Tribal Council, Inc.**  
 P.O. Box 9, Lac du Flambeau, Wisconsin 54538  
 Phone: 715-588-3324 Fax: 715-588-1774  
 Website: [www.glitc.org](http://www.glitc.org)

*Supporting member tribes in expanding sovereignty and self-determination.*

Members

Bad River Band of Lake  
Superior Chippewa  
Indians

Forest County  
Potawatomi

Ho-Chunk Nation

Lac Courte Oreilles  
Band of Lake  
Superior Chippewa  
Indians

Lac du Flambeau Band  
of Lake Superior  
Chippewa Indians

Lac Vieux Desert Band  
of Lake Superior  
Chippewa Indians

Menominee Indian  
Tribe of Wisconsin

Oneida Nation

Red Cliff Band of Lake  
Superior Chippewa  
Indians

St. Croix Band of Lake  
Superior Chippewa  
Indians

Sokaogon Band of Lake  
Superior Chippewa  
Indians

Stockbridge-Munsee  
Band of Mohican  
Indians

GLITC is recruiting for the following position. A complete job description is available on our website. Pre-hire drug testing required.

**PROGRAM ADMINISTRATIVE ASSISTANT SPF - PFS**

Provides administrative and clerical support to the Program Director – Strategic Prevention Framework Partnerships for Success and supports associated program activities. The program assistant will help coordinate activities, plan monthly advisory committee meetings, Tribal Epidemiology Outcomes Work Group (TEOW) and Evidence Based Practices/ Practice Based Evidence (EBP/PBE) meetings and perform basic administrative functions to assist staff in running the program. This will include assistance to the Epidemiologist and External Evaluator in regard to Data Entry and Information Collection. The program assistant will also be responsible for calendaring the individual tribal programs for monitoring of evaluation and program progress.

This is a part-time position with no benefits. Starting salary range \$13.00 to \$15.00 per hour or based on education and experience. Drug testing is required before hire and random thereafter.

**Qualifications**

Associate's degree in administrative/office support services or related field required or a combination of education and equivalent experience. Must be competent in fiscal management and budgeting. Minimum of one year of experience in administrative assistant office support required. Basic computer skills required including word processing and spreadsheet software with the ability to create and manipulate data and images in both Word and Excel. Experience with a Native American Tribal organization and/or not-for-profit agency preferred. Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to follow routine instructions and be able to perform basic math (add, subtract, multiply, divide).

**To Apply:** Mail, fax or email application and resume to Great Lakes Inter Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Krista L. Payne. Fax: (715) 588-1774. Email: [hr@glitc.org](mailto:hr@glitc.org). See the employment page of our website for an application and full job description or contact (715) 588-1069 or [hr@glitc.org](mailto:hr@glitc.org).

**Closing date is at 4:30 PM, Monday, November 28, 2016.**

GLITC is an Equal Opportunity Employer applying Native American Preference as defined in Title 25, U.S. Code, Section 44-46 and 47.