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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**Posted: March 9, 2026 Deadline March 19, 2026**

**ADMINISTRATIVE ASSISTANT – COMMUNITY DEVELOPMENT**

**POSITION:** Administrative Assistant

**DEPARTMENT:** Community Development/Tribal Planning Department

**LOCATION:** LVD Government Building

**SUPERVISOR:** Community Development Director/Tribal Planner

**EMPLOYMENT:** Full time

**SALARY/PAY RATE:** \$16.00 - \$21.00 (Depending on Experience)

**DESCRIPTION:**

Under the supervision of the Community Development Director/Tribal Planner, the Administrative Assistant provides administrative, clerical, and technical support to the Community Development/Tribal Planning Department. This position assists with project coordination, grant documentation, data management, GIS mapping activities, correspondence, and communication among tribal departments, community members, and outside partners. The Administrative Assistant ensures the efficient operation of the Department by maintaining accurate records, preparing reports and maps, and supporting planning and community development projects.

**RESPONSIBILITIES:**

- Provide administrative and clerical support to the Community Development Director/Tribal Planner and Department staff.
- Prepare correspondence, reports, forms, and presentations related to land use, infrastructure, and planning activities.
- Assist with scheduling, filing, document management, and maintenance of Department databases and records.

- Assist with the collection and maintenance of geographic and attribute data using GIS software such as ArcGIS or QGIS to support mapping, project planning, and grant reporting.
- Support the creation and updating of GIS maps showing infrastructure, land use, zoning, and community development projects as directed.
- Support coordination of community infrastructure and planning projects, including tracking timelines, deliverables, and contractor communication.
- Assist with gathering and organizing data for planning documents, reports, and grant applications.
- Help coordinate meetings with Tribal Council, LVD Department Heads, community stakeholders, and outside agencies. Attend meetings and take meeting notes as assigned.
- Assist in the preparation and submission of grant applications, reports, and supporting materials.
- Maintain calendars, manage office supplies, and track department expenditures and budgets as directed.
- Support Tribal Transportation Program (TTP) recordkeeping, bid documentation, and project tracking.
- Support with organization and processing of applications for tribal programs offered through the Planning Department.
- Prepare and distribute notices for public meetings, hearings, or community outreach related to planning activities.
- Update and maintain the Planning Department's webpage to ensure that information on current projects, community notices, and funding opportunities is accurate and up to date.
- Assist in maintaining confidentiality of sensitive and proprietary Tribal information.
- Perform other duties as assigned by the Community Development Director/Tribal Planner to support the efficient functioning of the Department.

### **MINIMUM QUALIFICATIONS:**

- Associates degree or higher education in Office Administration, Business or related field, or two (2) years of administrative experience in a government, nonprofit, or similar setting.
- Demonstrated proficiency in the use of Microsoft Office Suite and Adobe software applications
- Must be able to work under stressful situations.
- Must be able to manage changing priorities and tight deadlines in a fast-paced environment
- Must be able to work as a team member or alone with little direction. Ability to take and follow directions
- Must possess exceptional organizational and time-management skills
- Must possess excellent oral and written communication skills
- Must enter into a confidentiality agreement with the Tribe
- Must be at least eighteen (18) years of age
- Valid Driver's License and reliable transportation.

- Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

**PREFERRED QUALIFICATIONS:**

- Working knowledge of:
  - Lac Vieux Desert Policies and Procedures.
  - Grant Administration
  - Project Management
  - ArcGIS
- Basic knowledge of Geographic Information System (GIS) software such as ArcGIS or related mapping tools

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. Native American preference shall apply in accordance with Lac Vieux Desert Policy.*

**Approved by Tribal Council: 01/15/2026**

**Revised by Tribal Council:**