



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

**\*\*NOTICE OF SUMMER JOB OPENING\*\***

<b>Job Title:</b> Administrative Assistant	<b>Department:</b> Housing
<b>Classification:</b> Non-exempt	<b>Hours/week:</b> 40
<b>Pay Range:</b> \$21.73 – 30.75 per hour	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Housing Program Manager	<b>Type:</b> Full-time
<b>Application Closing Date: Friday, April 5, 2024, at 5:00 p.m.</b>	

**Mission Statement:** *The Federated Indians of Graton Rancheria Tribe (“FIGR” or “Tribe”) exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.*

**Position Purpose:** The Administrative Assistant will provide a full range of complex administrative support for the Housing Department in maintaining and updating the housing database and financial tracking systems and ensuring the confidentiality of the program participant’s information. The Administrative Assistant will possess the skills to work both independently and as a team player in order to assist the department staff, and Citizens.

Please see Job Description on our [website](#) for full job details.

**Qualifications:**

**Experience:** Two (2) years administrative experience working in an office setting.

**Education:** High School Diploma or equivalent (GED) required.

**Preferred Qualifications:** Three (3) years related work experience; associate degree.

**Driving:** All employees must maintain a current and valid driver’s license and must be insurable under the Tribe’s policy.

**Background and Pre-employment testing:**

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Life insurance, Long-Term Disability Insurance, Healthcare FSA, Dependent Care FSA, and meal card. Voluntary supplemental insurance offered through AFLAC.

**To Apply:** Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: [the Federated Indians of Graton Rancheria Career Portal](#), [Jobs@gratonrancheria.com](mailto:Jobs@gratonrancheria.com) or to the mailing address below:

Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300  
Rohnert Park, CA 94928

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe’s human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe. *Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.*