



FEDERATED INDIANS OF
GRATON
RANCHERIA

ADMINISTRATIVE ASSISTANT I

****NOTICE OF JOB OPENING****

Department: Elders Program	Reports to: Deputy Executive Director of Tribal Administration
Pay Range: \$29.16 - \$40.82	Classification: Full-time/Non-exempt
APPLICATION CLOSING DATE: Friday, September 21, 2026 @ 5:00 p.m., PST	

Mission Statement: The Federated Indians of Graton Rancheria 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 support and execute a full range of complex administrative duties and projects and will be responsible for providing support for the various components of the Elders program. The Administrative Assistant will be expected to use independent judgment to resolve problems and deviations from the general workflow efficiently and will assist in ensuring that the daily administrative operations run smoothly.

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

Minimum Mandatory Qualifications:

Experience:

- Two (2) years of administrative experience or office support.

Education:

- High School diploma or equivalent (GED).

License/Certification:

- Must possess a valid driver's license and be insurable under the Tribe's policy.

Preferred Qualifications:

- Two (2) years of administrative work experience in a health or social service setting.
- Experience working with Native American communities.
- Familiar with elder care programs, long-term care coordination, or case management processes.
- Knowledge of Microix or similar financial tracking software.

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 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.