

PENOBSCOT NATION
TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: 02/07/2024

CLOSING DATE:02/21/2024

FORESTRY PROGRAM ADMINISTRATIVE ASSISTANT II

JOB STATUS:

FORESTRY PROGRAM ADMIN
Career Field: Program Staff A
Pay Range: \$20.00 per hr.
Classification: Part Time-20 hours
Grant Specific, Temporary, 1 year

LOCATION:

Penobscot Nation
NATURAL RESOURCES
27 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School diploma or equivalent required. Associate's Degree in a related field from an accredited school preferred. An equivalent combination of education and experience that demonstrate ability and professional knowledge will be considered. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Proficiency in or knowledge of using a variety of computer software applications, especially Excel or Microsoft Word software required. Knowledge of office administration procedures required. Ability to operate most standard office equipment required. Good to excellent spelling, grammar and written communication skills required. Ability to maintain a high level of confidentiality required. Native American Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures

HOW TO APPLY:

- Apply online at www.penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

Job Description

Position: Forestry Program Administrative Asst II

Status: Part-time, Hourly 16-20hrs/wk

Career Field: Program Staff

Category: A

Immediate Supervisor: Forest Manager, Department of Natural Resources

Job responsibilities and Duties: This is a part-time hourly position that requires organizational skills and entering data from timber sales, pest monitoring, and expenses. This job is based in the office Monday through Friday. A working knowledge of Excel, Access or other database software is preferred.

1. Stumpage Data Entry
 - a. Use of Spreadsheets, Access database
 - b. Printing reports from software
2. Emerald Ash Borer and Spruce Budworm numbers tracked
 - a. Entry of written data to Access or Excel
3. Time Sheets
 - a. GPS software, project time tracking of hours
4. Purchase entries: Tracking expenses, purchase orders, etc.
5. Assist with scheduling and hard copy file organization
6. Phone calls, message relaying, a willingness to learn

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred) High School diploma or equivalent required. Associate's Degree in a related field from an accredited school preferred. An equivalent combination of education and experience that demonstrate ability and professional knowledge will be considered. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Proficiency in or knowledge of using a variety of computer software applications, especially Excel or Microsoft Word software required. Knowledge of office administration procedures required. Ability to operate most standard office equipment required. Good to excellent spelling, grammar and written communication skills required. Ability to maintain a high level of confidentiality required.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand and walk. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Work is performed most frequently in a busy office setting.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a

reasonable accommodation to be determined by management on an individual basis upon request.