

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



Penobscot Nation
Economic Development
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: June 17, 2025

Closing Date: June 30, 2025

Position: Economic Development Administrative Assistant

Department: Economic Development

Reports To: Director of Economic and Community Development

Pay Range: \$23.00 - \$33.00

Status/Term: Full-time, Grant Funded, 4 years, Hourly

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a dedicated and detail-oriented Economic Development Administrative Assistant to support its Economic Development Department. Under the direct supervision of the Economic Development Director, this position performs a variety of intermediate-level and confidential Economic Development duties. This role requires a high degree of accuracy, professionalism, and consistency in service delivery, ensuring the confidentiality of all personnel-related matters. In addition to core Economic Development responsibilities, the Economic Development Administrative Assistant position requires strong technical proficiency, organizational skills, and the ability to handle sensitive information with discretion and integrity.

Qualifications Required:

- High School diploma or equivalent required.
- Associate's Degree in a related field from an accredited school preferred.

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- An equivalent combination of education and experience that demonstrate ability and professional knowledge will be considered.
- Two (2) to five (5) years of related experience required.
- Prior secretarial, paralegal, or Economic Development support experience required.
- 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.
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines 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 Penobscot Nation Personnel Policies and Procedures.

Essential Duties/Responsibilities:

- Supports the ED Director through the following activities:
 - Organization of all project information.
 - Discussions with clients, contractors and others as necessary.
 - Assists the Director in contacting and maintaining contact with financial and other entities for project preparation.
 - Maintains work calendars for the office.
 - Schedules meetings, prepares documentation as requested by the Director.
 - Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
 - Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
 - Performs other related tasks, as requested.

Physical Demands/Conditions/Requirements:

Must be able to sit for long periods of time, extended use of hands and fingers, meet minimum vision requirements, lift minimum of 25 lbs.

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How to Apply:

- - Applications are available at the Economic Development Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

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.