

# **Position Announcements:**

## **Chitimacha Tribal Administration**

### **Program Administrator**

**Summary:** This position provides assistance to the Chief Administrative Officer with a variety of administrative, fiscal, policy and operational matters; assists in coordinating annual budget process; oversees special projects; performs research; prepares reports and presents to Council as needed; compiles and analyzes administrative and fiscal data; monitors programs and daily department operations.

**Education and/or Experience:** A Bachelor's degree in Business Administration **AND** closely related experience that includes five (5) years of management and/or supervision at a director level or above **OR** ten (10) years of relevant program management, operations, strategic planning or closely related experience that includes five (5) years of management and/or supervision.

*Must be an enrolled member of the Chitimacha Tribe of Louisiana. Subject to Pre-employment and Random Drug Testing and a Background Investigation will be required.*

#### **TO APPLY:**

View our website [www.chitimacha.gov](http://www.chitimacha.gov), or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be: **Friday, September 21, 2018.**

