

## **PLANNER ASSISTANT - TRENTON INDIAN SERVICE AREA JOB SUMMARY**

### **Purpose**

The **Planner Assistant** will be responsible for assisting in the planning, progression, and completion of multiple projects throughout the Trenton Indian Service Area. This role will help in planning, project coordination, conducting administrative tasks and over see some project elements independently as directed by the Program Planner/Coordinator. This position will be a full-time position, Monday through Friday, 8:00 AM to 4:30 PM.

### **Responsibilities**

- Promotes an organizational culture that embraces the values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Assist the Program Planner/Coordinator with the following responsibilities as needed and requested:
  - Achieving operational objectives by contributing information and recommendations to strategic plans and reviews
  - Preparing and completing action plans
  - Implementing production, productivity, quality, and client-service standards
  - Resolving problems, completing audits, identifying trends, determining system improvements, and implementing change
  - Enhancing department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
  - Meeting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating correction actions
- Assist the Program Planner/Coordinator in working closely with the Chairperson, Program Directors, program committees and other groups to plan procedures for program and economic development activities
- Assist with programs of the Trenton Indian Service Area as needed or requested by the Program Planner/Coordinator which may include Bureau of Indian Affairs (BIA) Programs, Indian Health Service Programs, Helping Hand Program, and Bureau of Reclamation (BOR) Program, etc.
- Assist the Program Planner/Coordinator in working closely with a variety of Tribal, Federal, State and Local agencies
- Ability to travel within service area as needed and required
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Demands**

- Regularly required to stand, talk and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms.
- Fine motor skills
- Visual acuity

### **Qualifications**

- Secondary education preferred
- Project and process management experience
- Valid driver's license with acceptable motor vehicle record
- Ability to travel as needed and required
- Strong written and verbal communication skills

- Negotiation skills
- Budget development and tracking
- Critical thinking
- Strong organizational and analytical skills
- Demonstrated time management skills
- Advanced experience using Microsoft Office Programs specifically Word and Excel
- Proficient with project management software
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs, and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).