

JOB OPENING ANNOUNCEMENT

Job Title: Administrative Coordinator

Reports To: Agriculture Resource Manager

Department: Agriculture

Job Vacancy: YAN-25-53

Status: Full-Time; Non-Exempt

Starting Wage: \$19.00 Per Hour

Opening Date: May 12, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Administrative Coordinator will perform a variety of administrative support work, as for the Yavapai-Apache Nation, and provide support to the department staff and the Farm & Ranch Supervisor.

QUALIFICATIONS:

- High School Diploma or GED. Associate Degree in Business preferred.
- Must possess reasonable knowledge of policies and procedures affecting assigned work and knowledge of office administration principles, budgeting procedures and financial record keeping
- Must possess knowledge of a variety of computer software, including word processing, database and spreadsheet applications.
- Must possess skill in utilizing a variety of office equipment, in basic math and bookkeeping practices, and in basic grammar and punctuation.
- Knowledge of the Yavapai-Apache Nation land, the people, and their culture.
- Ability to work unsupervised using independent judgment when necessary.
- Ability to communicate in professional matter with title companies, tribal attorneys, and other entities associated with the Yavapai-Apache Nation.
- Ability to read and understand mapping.
- Ability to work and interface with other employees and Tribal members.
- Must be able to prioritize own work and meet deadlines as necessary.
- Must have good telephone etiquette and be able to correspond effectively orally and in writing by letters, memos and email.
- Must be enthusiastic, motivated and well-organized, and be able to work both as part of a team and independently.
- Ability to maintain strict confidentiality.
- **Must have valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Assists in planning, setting goals and criteria, and management of land.
- Ensures compliance with rules and regulations for all lands of the Yavapai-Apache Nation, and issues permits as needed.

- Prepares Independent Contract Forms for consultants and ensure for accuracy, completeness and compliance.
- Works professionally with contract workers and consultants in assuring timely completion of projects.
- Drafts, formats and proofread documents such as letters, forms, permit and technical materials in support of the department.
- Organizes, establishes and maintains record-keeping systems for correspondence, documents, mapping, presentations and schedules appointments for Farm & Ranch Supervisor.
- Maintains a calendar for the office and communicates appointments and meetings for the Farm & Ranch Supervisor.
- Prepares all minutes when attending meetings for the Agriculture Resource Department and presents for finalization in a timely matter.
- Prepares accounts payable documents, travel itineraries, materials for meetings for the Farm & Ranch Supervisor.
- Complies information and performs research for special projects as assigned.
- Works in the garden picking produce, selling fresh produce at Farmer's Markets, and keeping inventory on all produce on a daily basis.
- Establish and maintain effective working relationships with other department staff, tribal departments and general public.
- Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**