



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Events Assistant

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

**NOTE:** *Incomplete applications will not be considered.*

**Position:** EVENTS ASSISTANT  
**Supervisor:** Events Coordinator  
**Location:** Akalat Center  
**Work Info:** Full Time: 40 Hrs/Week Flex Schedule  
**Salary:** \$41,600 + Benefits

**POSITION SUMMARY:**

Under the direction of the Events Coordinator, the Events Assistant will aid in the preparation, coordination, and implementation of Quileute Community events and activities. This is a flex schedule position which will require you to work evening and weekends as necessary for scheduled events. The Assistant will provide support to the Coordinator which includes supervision of support staff, coordination with clients and contractors, and carrying out assigned duties necessary to ensure events success from start to finish. The Events Assistant may work independently or as part of a team at direction of Events Coordinator depending on needs of the department and size and scope of projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provide overall site supervision
- Maintain inventory of supplies
- Assist clients and provide customer service to those seeking assistance from the Events Department
- Maintain facility use schedules and agreements
- Perform moderate to heavy physical labor including set-up & tear-down of facility equipment.
- Food preparation and cooking
- Custodial duties
- Oversee supervision of temporary hires/support staff for Events Department
- Coordinate with contractors to support Events Coordinator
- Maintain confidentiality
- Provide feedback to supervisor
- Organize and schedule events from start to finish
- Work irregular hours and weekends
- Travel for events and activities as required
- Other duties as assigned

**SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of, or ability to learn, the traditions & cultural practices of the Quileute Tribe & community
- Must have problem solving skills and work under high stress situations
- Good organizational skills
- Attention to detail
- Excellent communication skills
- Excellent interpersonal skills

- Basic computer knowledge in Microsoft programs
- Able to understand & carry out instruction

**WORK ENVIRONMENT:**

Events Assistant work environment is equals parts office work, physical labor, and custodial duties. Inside or Outside in all weather conditions. Flex Schedule, Events Assistant must be able to frequently work evenings and weekends.

**PHYSICAL DEMANDS:**

Performs moderate to heavy physical labor. Must routinely lift 50 pounds or more.

**SUPERVISORY RESPONSIBILITY:**

May have supervisory duties of event staff and volunteers

**QUALIFICATIONS:**

**Required Qualifications:**

- Must have and maintain valid WA Driver's license.
- Must be at least 18 years of age
- 1 year supervisory experience
- Must have or willing to obtain Washington State Food handler's card.
- Previous experience with events coordination preferred.

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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