

# Ponca Tribe of Nebraska

Administrative Assistant II, Grant Department Job Description

Approved 12/05/16, 08/07/22, 12/06/22



Position:	Administrative Assistant II, Grant Department
Position Number:	108 L
Division:	Tribal Administration
Department:	Grant Department
Reports To:	Grant Manager
Location:	Lincoln
Exempt/Non-Exempt:	Non-Exempt
Salary:	Grade 5 (\$15.00-\$22.80)
Classification:	Full-time

## **Summary:**

Responsible for researching grant programs and providing supportive assistance to the Grant Manager and Grant Compliance Coordinator to ensure proper management of grant applications and awards. Coordinate inter-departmental assessments to prioritize Tribal development needs in the following areas: culture, education, social services, economic development, environmental and capital development. Primarily responsible for performing a variety of organizational and clerical duties as directed by the Grant Manager including, but not limited to, identifying prospective funding sources, researching appropriate organizations, and organizing funding proposal files, and providing supportive office duties to the Grant Department.

## **Essential Responsibilities and Duties:**

1. Research grant programs and funding opportunities, communicate findings to the Grant Manager, and coordinate plans with grant teams. Provide supportive assistance to the Grant Manager to ensure all grant application requirements are met prior to submission.
2. Track Requests to Apply and maintain a tracking system of researched funding opportunities that includes identified reason(s) for selection and/or non-selection to pursue the funding opportunity.
3. Maintain Grant Management Calendar showing application and continuation application deadlines.
4. Schedule inter-departmental, inter-tribal and inter-agency meetings to identify and prioritize project needs and opportunities being pursued.
5. Attend grant meetings, compile meeting agendas, record meeting minutes, and distribute appropriately.
6. Maintain awareness of funding opportunities from the Bureau of Indian Affairs (BIA), Indian Health Service (IHS), Administration for Children & Families, and all other federal, state, local, and private funding organizations whose priorities align with tribal needs.
7. Provide supportive assistance to the Grant Manager and Grant Compliance Coordinator to ensure grant requirements are satisfied.

# Ponca Tribe of Nebraska

Administrative Assistant II, Grant Department Job Description

Approved 12/05/16, 08/07/22, 12/06/22



8. Provide clerical assistance to the Grant Manager and Grant Compliance Coordinator including, but not limited to, answering & directing phone calls, drafting written correspondence, and performing general office support.
9. Maintain files of submitted proposals, track award/non-award record (especially feedback for future adjustments and changes for non-funded grant submittals) and maintain files on necessary documentation for Tribal records.
10. Primarily responsible for maintaining Grant Management Software to ensure files and other grant related materials are uploaded and stay up-to-date. Maintain grant subscriptions and other databases.
11. Arrange travel and complete travel paperwork for department travel.
12. Other duties as assigned.

## **Relationships and Authority:**

This position does not have any supervisory authority.

## **Working Environment and Physical Demands:**

This position is located in a professional office environment.

## **Qualifications:**

### **Minimum:**

1. High School Diploma.
2. One or more years of office/clerical experience.
3. One or more years of data entry experience.
4. Computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
5. Possess excellent written and oral communication skills.
6. Possess valid driver's license and be insurable.
7. Successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
8. Able and willing to travel.

### **Preferred:**

1. Associates Degree in Administrative Assistant or Business Administration.
2. One or more years' experience in grant research.
3. One or more years' experience working with Native Americans or Native American organizations.
4. Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act, Tribal organizations and funding opportunities.

# Ponca Tribe of Nebraska

Administrative Assistant II, Grant Department Job Description  
Approved 12/05/16, 08/07/22, 12/06/22



Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 12/5/16, 08/07/22, 12/06/22

Human Resources Final: 12/14/22