



Cow Creek Government Office

Land and Resources Administrative Assistant

Job Code: 1804
Department: Land and Resources
Location: Roseburg, OR
Minimum Hourly: DOE

POSITION PURPOSE:

The L&R Administrative Assistant provides high-level, confidential administrative support directly to the Land and Resources leadership team. The position anticipates leadership's needs, manages complex and shifting priorities, and serves as a trusted gatekeeper and point of contact for the Office Manager, ensuring smooth daily operations, polished communication, and effective coordination across all Land and Resources departments, programs, and outside partners.

ESSENTIAL FUNCTIONS:

- Provides high-level administrative support to the Land and Resources leadership, including complex scheduling, executive correspondence, meeting/event logistics, and travel coordination.
- Establishes and maintains organized, confidential departmental and executive files, both electronic and physical.
- Serves as a point of contact for the Land and Resources office, screening and routing calls and visitors with sound judgment and professionalism.
- Develops and maintains electronic and physical records management systems for the division, including sensitive and confidential materials.
- Drafts, edits, and proofreads executive-level reports, memos, presentations, and correspondence on behalf of the Leadership team.
- Provides department, program, and project support to division leadership, coordinating deliverables across programs, projects, and field staff.
- Plans and coordinates division activities, events, and leadership engagements as directed.
- Manages complex, frequently changing calendars for Land and Resources leadership, proactively resolving scheduling conflicts and prioritizing competing demands.
- Prepares agendas, briefing materials, and minutes for Land and Resources leadership; coordinates conference room setup and technical/AV support.

- Maintains accurate data entry and recordkeeping in support of division reporting and decision-making.
- Monitors and manages email and correspondence, flagging priority items and drafting responses as delegated.
- Arranges complex travel itineraries, accommodations, and expense reporting for the Director and division leadership.
- Assists with Bare Park administration including reservations, payment processing, and scheduling showings, etc.
- Maintains confidentiality of all sensitive and financial information.
- Represents the Land and Resources office professionally with the tribal Board of Directors, tribal departments, government agencies, and outside partners.
- Anticipates the needs of the Division and proactively manages competing priorities, exercising discretion and independent judgment.
- Leads or supports special projects and initiatives assigned by the Office Manager, coordinating across programs and tribal departments to ensure timely completion.
- Other duties as assigned.

QUALIFICATIONS:

- Associate degree required; Bachelor's degree preferred.
- Minimum of 5 years of administrative experience, including at least 2 years directly supporting an executive, director, or senior leader, preferably in a government or tribal setting.
- Exceptional organizational skills and polished, professional written and verbal communication.
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and virtual meeting platforms (Teams, Zoom).
- Ability to manage competing, high-stakes priorities and deadlines with minimal supervision.
- Professional, polished demeanor and discretion representing executive leadership with diverse internal and external audiences.
- Demonstrated ability to exercise sound judgment, discretion, and confidentiality when handling sensitive executive, tribal Council, and personnel matters.
- Knowledge of, or willingness to learn, tribal sovereignty, tribal government structure, and Cow Creek Band culture and protocols preferred.
- Experience preparing board, committee, or Council-level meeting materials preferred.
- Valid driver's license and ability to pass a background check.