



THE LITTLE SHELL TRIBE OF CHIPPEWA INDIANS OF MONTANA
511 Central Avenue West GREAT FALLS, MT 59404
PH (406) 315-2400: (406) 315-2399 FAX (406) 315-2401

POSITION DESCRIPTION

Enrollment Director

The Little Shell Tribal Enrollment Office accepts and approves applications for membership with the Tribe, maintains and updates the official membership records, and coordinates with other LST government offices to provide information about individual members. The Enrollment Director is responsible for oversight of the Enrollment Office Operations, including hiring and managing of enrollment staff and contractors, budget development and management, creation and implementation of policy and procedures, and compliance with the LST Enrollment Code. This position requires effective and efficient communication, research and presentation skills. It involves protection and organization of highly confidential personal information, interacting with members, applicants, and the public, and regularly reporting to Tribal Council.

Duties:

- Manage staff, office procedures and policies, and budget of the Office.
 - Review and, when appropriate, approve files for all new enrollment applications.
 - Ensure procedures are in place to track deceased and living enrolled members and ineligible applicants.
 - Create written policies and procedures as necessary.
 - Provide regular membership reports to Tribal Council.
 - Provide enrollment recommendations, as requested by Tribal Council.
 - Coordinate with contracted specialists, when necessary.
 - Maintain electronic records of all applications and their status.
 - Coordinate with other Little Shell Tribal Office to provide accurate and timely information regarding members, when appropriate.
 - Support the Election Committee as specified in the duly adopted Little Shell Tribal Election Code.
 - Communicate and coordinate with other Tribal Enrollment Offices and Federal Agencies, as necessary.
 - Create a culture of customer service and friendliness in the Little Shell Tribal Enrollment Office.
 - Make recommendations to the Attorney General's Office to improve consistency or implementation of the LST Enrollment Code.
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Education/Experience:

Associates Degree in Related Field preferred

At least two years of management experience

At least two years of experience working with genealogy and family tree making

Working understanding of tribal enrollment code and policy

Skills:

Detailed, focused and organizational skills to create and implement policies and procedures necessary to implement the Tribal Enrollment Code.

Ability to create and understand family history ancestral charts.

Analytical research skills.

Superior customer service and de-escalation skills.

Superior written and verbal communication skills.

Completion of certified enrollment officer training.

Intermediate Excel and ACCESS database skills.

Intermediate knowledge of electronic customer relation management systems or similar electronic databases.

Prior to employment the Director must sign a legal agreement that prohibits all activities and communications of any type that may reveal confidential information to entities outside of the Little Shell Enrollment Office.

This position is contingent upon any applicable screenings that may need to take place such as: background check, drug screening, reference checks, driving record, and any other necessary information.

You will be eligible to the following in accordance with our organization's policies:

- Annual gross salary will be based on experience and paid in bi-weekly installments by direct deposit.
- Standard benefits including
 - 15 days total of accrued annual PTO; 4.615 hours accrued per pay period
 - 11 paid holidays: Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving Day, Friday after Thanksgiving, Christmas (12/23, 12/26-12/30, New Year's
 - Medical, dental, and vision insurance available after an initial 90-day probationary period (monthly premium - Tribe pays 80%/employee pays 20%)
 - Retirement plan after 6 months
 - Department training per position
 - Mileage/travel/per diem for work related business travel per your position

Signature

Date