

**The Narragansett Indian Tribe has the following position opening**

**Administrative Assistant to the Chief Sachem of the Narragansett Indian Tribe**

**Requirements:** A minimum of four (4) years of specialized training in business or related field beyond a High School Diploma. Documented years of experience in an Administrative Assistant capacity or as an Administrative Assistant may be substituted for years of specialized training. Experience dealing with sensitive and confidential information. Computer proficiency in word processing and spreadsheets and familiarity with database and graphics applications. Must possess excellent written and verbal communication skills. Demonstrated ability to interact effectively with the Tribal community.

Send cover letter and resume to Beth A. Thomas, Human Resources Director, Narragansett Indian Tribe, PO Box 268, Charlestown, RI 02813 or email to [bthomas@nitribe.org](mailto:bthomas@nitribe.org) on or before Friday, September 14, 2018. The NIT practices Indian Preference in Hiring and AA/EEO.