

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2019-004 Issue Date: 01-08-19 Closing Date: 01-28-19

Nutrition Administrative Assistant
Tribal Nutritionist
Department of Human Services
Hourly Wage: \$14.56/Regular/Full-Time

Provides administrative and office support services for the Tribal Nutritionist Program. Assists with and/or coordinates certain program activities including; health promotion programs, nutrition classes, cooking classes, and demonstrations, and other nutrition education activities.

Knowledge, Skills and Abilities:

- Knowledge of operating standard office equipment.
- Knowledge of clerical and administrative procedure systems such as filing and record keeping.
- Knowledge of principles and practices of basic office management.
- Knowledge and experience in food preparation.
- Ability to use a computer and assorted software.
- Ability to establish and maintain effective working relationships with co-workers, and Yakama Nation employees.

Minimum Requirements

- Must have high school diploma.
- Two years experience as Office Assistant V.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License.
- Must possess a current IHS or Yakima County Food Handler's Card or obtain one within 60 days of hire.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.