

VACANCY ANNOUNCEMENT

POSITION:	Executive Assistant	OPEN:	June 6, 2025
SALARY:	Based on Qualifications	CLOSES:	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position reports directly to the Health Director of the Kickapoo Tribal Health Center, operated by the Kickapoo Tribe of Oklahoma. Regular working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M., with occasional extended hours as needed to support leadership and priority initiatives. The Executive Assistant provides high-level administrative support to the Health Director and plays a key role in managing projects, preparing reports, and supporting the day-to-day operations of the Health Administration office.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED, required
- Associate's Degree in business, health administration, or related field, preferred
- Minimum two years of experience in an administrative, executive assistant, or project coordination role
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational and time management skills with the ability to work independently and maintain confidentiality
- Experience in preparing reports, managing calendars, and supporting special projects
- Excellent written and verbal communication skills

Requirements:

- All applicants tentatively selected for employment will be required to submit to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI and Federal background clearance.
- Must have valid Oklahoma Driver License.

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McCloud, OK 74851 or email to kaylee.stevens@okkthc.com.

*Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace*