



NORTHERN CHEYENNE TRIBE

Post Office Box 128, LAME DEER, MONTANA 59043
PHONE (406) 477- 4865 FAX (406) 477- 8324



Position: Tribal Secretary

Salary: Depends on Experience (D.O.E)

Accountable to: Northern Cheyenne Tribal Council

Open date: 11/23/2020

Close date: 12/9/2020

Summary of Work:

The Tribal Council Secretary shall keep a full report of all proceedings of each regular and special meetings of the Tribal Council and shall perform other duties of like nature as the Council shall from time to time by resolution provide, and shall transmit copies of the minutes of each meeting to the President of the Council, to the Superintendent of the Reservation and to all recognized District Councils of the reservation. The Tribal Council Secretary shall supervise support staff as assigned. The Tribal Secretary must have exceptional communication skills and develop a positive rapport with the tribal council, programs and general membership.

How to apply: Applicant must submit **all** of the following to be considered.

- Letter of Interest
- 3 letters of character references (must be dated within 1 year of advertisement)
- Proof of Northern Cheyenne Tribe Enrollment
- Copies of all transcripts, credentials or training materials

Applications will be only be accepted by the Northern Cheyenne Tribal Council- Sergeant of Arms. Henry Speelman, henry.speelman@cheyennation.com. Any questions please contact Councilman Speelman at (406) 720-0699.

LITTLE WOLF AND MORNING STAR – Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.