



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Program Support Specialist  
**Department:** Family & Children Services  
**Employment Status:** Regular  
**Class:** Full-Time  
**Location:** Bartlesville, OK  
**Immediate Supervisor:** Finance & Operations Manager

### **General Description:**

The primary role of the program support specialist assistant is to provide administrative support to the division director and program staff. The program assistant will also oversee purchasing and outside contractors.

### **Minimum Qualifications:**

Minimum 1 year of secretarial/administrative experience; Associate's Degree in related field preferred. Excellent organizational skills, time management, and detail oriented thinking. Skilled in working with sensitive issues and committed to respecting the confidential nature of the work. Ability to work effectively with clients of diverse sexual orientations, races, ethnicities, cultures, religions, and socioeconomic backgrounds. Demonstrated problem-solving approach. Proficient in data collection and reporting. Superb written and oral communication skills. Familiarity with Microsoft Office and business equipment.

### **Job Responsibilities:**

Ensure staff have materials and supplies necessary to assist clients.

Oversee purchasing for the division.

Schedule and coordinate activities with outside contractors.

Ensure smooth operation of the office.

Assist staff in the collection & entering of client forms, service data, and payment records into the database and in physical files.

Maintain the digital sign-in system.

Assist coordinator & staff in the completion of grant-mandated performance reports.

Answer phone calls & emails, interface with clients & the public, and direct inquiries to appropriate program staff if needed.

Manage director & program staff calendars, attend meetings, take minutes, and email reminders.

Perform special projects for the director or finance & operations manager on a regular basis.

Other duties as assigned by the director or finance & operations manager.