

**THE NAVAJO NATION
BECLABITO CHAPTER
JOB VACANCY ANNOUNCEMENT**

POSITION: CHAPTER MANAGER
WORKSITE: BECLABITO CHAPTER ADMINISTRATION BUILDING
WORK DAYS: Monday – Friday Regular Full-Time Position
PER ANNUM: \$45,226.08
WORK HOURS: 8:00 am – 5:00 pm

DUTIES AND RESPONSIBILITIES:

Coordinates with elected officials and community members in planning, implementing, communicate development projects: plans, develops and administers the Chapter's five management system. Interprets policies relating to community projects, use of project funds, land issues and other chapter/community related matters Plans, develops, and administers chapter budget from all sources of funding. Provides supervisory responsibilities for assigned staff and administers personnel management and human resources activities.

QUALIFICATION REQUIREMENTS: (Education, Experience, and Training)

Minimum Qualifications:

Bachelor's Degree in Public or Business Administration, Public Administration, Human Resources Management or a closely related field; and two (3) years of administrative and management experience; or an equivalent combination of education and experience.

Possess a Valid Driver's License

**Submit a Beclabito Chapter Job Application, Letter of Interest & Resume to Beclabito Chapter at: HC-61, Box 20, Shiprock, NM 87420 by mail or email to beclabito@navajochapters.org
By the closing date: June 17, 2022. @ 5:00 p.m.**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICATIONS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.