

TSE SI ANI CHAPTER ADMINISTRATION

JOB VACANCY ANNOUNCEMENT

POSITION

CHAPTER MANAGER

Open: Monday, May 11, 2026 - 8:00 a.m.

Closed: Friday, May 22, 2026 - 5:00 p.m.

Purpose of the Chapter Manager Position:

- Day to day responsibility for the leadership, development, performance, and managing the Chapter objectives through planning, community, engagement, and other resources.
- Works closely with Supervisor and Elected Officials on Chapter Projects

CHAPTER ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- Develops Budgets; Monitors Fiscal Expenditures; Identifies Funding Sources.
- Ensure efficient Chapter Administration and Direct Services.
- Plan and Complete Chapter Projects in coordination with CPMD Project Managers and other resources.
- Analyze, review, and revise the Chapter's Internal Policies and Procedures in coordination with the Supervisor/ Officials.
- Ensures compliance with all Tse Si Ani Chapter applicable policies and procedures.
- Prepares reports, correspondence, and presentations.
- Prepares and monitors contract and grant applications, proposals and other pertinent documents.
- Represents the Tse Si Ani Chapter in meetings; advocates on behalf of community members.
- Work closely with Elected Chapter Officials, Council Delegates, County and State Representatives.

MINIMUM QUALIFICATION:

- Bachelor Degree in Business Administration; Public Administration; Business Management or closely related field with at least three years of experience in management and supervision of the Navajo Nation.

KNOWLEDGE, SKILL, AND ABILITY

- Proficient in Microsoft Office software or other applications.
- Ability to speak and understand both the Navajo and English Languages
- Excellent Verbal and Written Communication Skills

REQUIREMENTS:

- State Valid Driver's License
- Background Check – Sensitive Position

WORK ENVIRONMENT:

- Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

HOW TO APPLY:

1. Tse Si Ani Chapter Employment Application
2. Letter of Interest
3. Resume
4. Three (3) Work Reference, starting with most recent employer
5. Copy of College Degree and Transcripts
6. Copy of any Administrative/Business Credentials, i.e. certifications, licenses, etc.

For more information, please contact: Patricia Begay, SPPS-Ft. Defiance: pdbegay@nndcd.org
or Sherman Yazzie: syazzie@naataanii.org