SAN JUAN CHAPTER

Rickie Nez
Council Delegate
Angelita A. Benally
President
Sophina A. Tyler
Vice President
Deidra Cly-Ryals
Secretary / Treasurer
Herbert Cly
Farm Board Representative
Shirley Tsosie
Grazing Representative

THE NAVAJO NATION SAN JUAN CHAPTER
JOB VACANCY ANNOUNCEMENT

POSITION: CHAPTER MANAGER
WORKSITE: SAN JUAN CHAPTER
WORK HOURS: 8:00 AM – 5:00 PM
WORK DAYS: MONDAY – FRIDAY (REGULAR FULL-TIME POSITION)
ANNUALLY: $55,979.28
HOURLY: $26.81
OPENING DATE: MONDAY, NOVEMBER 23, 2026
CLOSING DATE: WEDNESDAY, DECEMBER 08, 2026 or UNTIL FILLED

MINIMUM QUALIFICATIONS:
A Bachelor's degree in Public or Business Administration, or a closely related field; or an equivalent combination of education, training, and experience; a minimum of two (2) years work experience with a chapter or other government entity in areas of community and economic development that provides the capabilities to perform the described duties.

Depending upon the needs of the San Juan Chapter, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as condition of employment.

PREFERRED QUALIFICATIONS:
Basic understanding of accounting principles
Knowledge of grant writing

SPECIAL REQUIRMENTS:
Possess a valid state driver's license in good standing
Attend chapter meetings and must be available for community emergencies

Application can be picked up in person or printed off the website: **https://sanjuan.navajochapters.org**

Required Upon Submission:
Completed and signed application, with all required fields filled out
Copy of Bachelor's degree
Copies of transcripts and degree(s) to receive credit for education
Copy of a valid driver's license
Copy of current driving record

Optional To Receive Preference:
Navajo Preference: Certificate of Navajo Indian Blood (CIB)
Veteran's Preference: Form DD214 and/or Form DD215

Non-Navajo Spouse Preference:
Proof of Marriage and Proof of Residency
Spouse's Certificate of Navajo Indian Blood (CIB)

Submission: Administrative Services
Email to: Eliza-Beth Washburne at **eliza-beth@nndcd.org**

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