

Position: Administrative and Contract Specialist, Full-Time, Regular. *New!*
Department: Fishery Science
Location: Portland, OR

Job Summary: The Columbia River Inter-Tribal Fish Commission (CRITFC) is seeking an Administrative and Contract Specialist to serve the Fishery Science (FSCI) Department. The FSCI Department is the largest department at the Columbia River Inter-Tribal Fish Commission (CRITFC), containing over 40 full-time staff stationed primarily in Portland, OR, but also in Hagerman, ID, and Moscow, ID. Fishery Science staff perform anadromous fish and habitat research throughout the Columbia River Basin, which encompasses the states of OR, WA, ID, MT, as well as British Columbia, Canada. Additionally, there are many fixed assets that have been procured by the FSCI Department: scientific research lab and field equipment, firearms, servers, and sensitive equipment.

Job Requirements/Qualifications: Associates or B.A. degree in Administrative or Business Management. High School diploma with five years' relevant experience will be considered; Ability to work positively with a diverse team of professionals to provide information and support administrative and contracting functions; Experience with budgeting and fiscal procedures, including purchasing; Must be a self-starter and willing to learn process and procedures on the job; Must be able to prioritize activities and schedule time effectively to meet schedules and deadlines; Dependable work habits including regular attendance, and punctuality in all matters concerning work and work assignments; High proficiency with Microsoft Office (e.g. Word, Excel, PowerPoint). An Excel proficiency test may be given during the interviews; Excellent organizational ability. Must be highly motivated and detail oriented; Excellent oral and written communication skills.

Starting salary range: \$51,244.00 – \$66,614.00 Closing date: February 12, 2021. Employment application and full job announcement located <https://www.critfc.org/blog/jobs/administrative-and-contract-specialist/>

Application procedure:

Under the authority of Section 7 of the Indian Self-Determination and Education Assistance Act, CRITFC shall give preference in employment matters to qualified enrolled members of the four CRITFC member tribes, then to qualified enrolled members of other federally recognized tribes. If CRITFC is unable to fill openings with such qualified tribal members, other qualified applicants will be considered.

Note: Incomplete applications will not be considered.

Send a complete application material include a cover letter, CV/resume, completed job application with signature, electronic or typed in signature is accepted (available on our website at www.critfc.org "employment opportunities" on the bottom right corner or by calling 503.238.0667, a copy of relevant certifications and a list of at least three professional references.

Submit to:

Columbia River Inter-Tribal Fish Commission
Attn: Human Resources
700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232
Email: hr@critfc.org
Fax: 503.238-3555

To view more career opportunities or to learn more about Columbia River Inter-Tribal Fish Commission, please visit <https://www.critfc.org/critfc-employment-opportunities/>