

Tribal Land Enterprise

A Sub-ordinate Organization of the
Rosebud Sioux Tribe

Incorporated Under Act of June 18, 1934, (48 Stat 984)

2443 Legion Ave P.O. Box 159
Rosebud, S.D. 57570
Telephone 605 747-2371
Fax # 605 747-2400

Tribal Land Enterprise – Available Position

Board of Director's Secretary

This position is located in Rosebud SD. We are looking for a goal-driven, highly motivated individual that enjoys a fast-paced work environment to join our team as the Board of Director's Secretary.

Shall be responsible for all Board of Directors meetings which include but not limited to: Taking and recording all regularly scheduled BOD meetings, special BOD Meetings and shareholders meetings, transcribing minutes of all meetings and prepare motion excerpts.

This person must possess experience with Microsoft Word and Microsoft Excel and other various computer software. Individual must also possess excellent communication skills and good phone etiquette

A combination of experience and education will be considered.

This is a full-time position; salary is dependent on experience and education. Training, 401(k), life insurance, health insurance, vision and dental benefits will be included.

The deadline to apply for this position is July 26, 2024 at 5:00 PM Central Standard Time.

You may obtain an application at Tribal Land Enterprise or the TLE website www.rsttle.com.

Return applications along with resume to:
Tribal Land Enterprise
Attn: Cleve Her Many Horses, Executive Director
2443 Legion Ave
PO Box 159
Rosebud, SD 57570