

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT



Announcement # 2015-231 Issue Date: 09-22-16 Closing Date: Open until filled

Planner
Economic Development
Department of Administration
Hourly Wage: \$18.58/Regular/Full-Time

Provide support to the Economic Development Department in community assessment and development initiatives. Gather, develop and provide reliable and relevant data regarding the tribal and local community. Develop and implement tribal entrepreneurial training that will help small businesses start and grow on the Yakama Reservation.

Knowledge, Skills and Abilities:

- Knowledge of small business operations and start up.
- Ability to help first-time entrepreneurs through the process of writing a business plan.
- Knowledge of automated spreadsheet and database programs.
- Knowledge of the procedures used in compiling, tabulating and verifying statistical data.
- Ability to manipulate data into different standard formats.
- Strong problem-solving skills.
- A high level of accuracy and attention to detail.
- Good interpersonal skills to work independently and in a team.
- Ability to maintain confidentiality.
- Ability to communicate effectively both orally and in writing.

General Recruiting Indicators:

- Bachelor's Degree and at least two college-level courses related to statistics and one college level course in social sciences.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Ability to successfully pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference.