



Tribal Compliance Coordinator

Haliwa-Saponi Indian Tribe

Job Announcement

Description: Under the direction of the Tribal Administrator, the Compliance Coordinator is charged with ensuring all aspects of the tribal government executive administration operate in full compliance with applicable laws, rules, regulations, policies, accepted practices and internal standards or requirements. The Compliance Coordinator is responsible for the overall daily management of risk, maintenance of ethically sound and legally pristine business practices, and the establishment of standards for identification, prevention, detection and correction of non-compliance. A detailed Job Description is available upon request.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in Public Administration, business Administration or related field with at least three years of related experience OR a Master's degree with one year of related experience.
Related experience includes working in ethics, policy development & enforcement, quality assurance, fraud prevention, risk management, compliance, monitoring or similar related fields.

Compensation: The annual salary range for this position is \$50,000 - \$65,000. The tribe also provides a comprehensive employee benefits package.

Application

Requirements: An official completed Haliwa-Saponi Indian Tribe application and any supporting documents (transcripts, certifications, awards, etc.) are required to fully evaluate your qualifications for this position. The completed application and supplemental materials must be received by 5:00 p.m. on/before the "apply by" date; postmarks will not be accepted. All portions of the application must be completed as they relate to your background for this position. Applications may not refer to a resume or other enclosed document (i.e. "see resume" or "see attached"), nor will these items be accepted in lieu of a completed application. We will be unable to consider incomplete applications for this position. A drug test and criminal background check will be required prior to hiring.

Apply by: **Tuesday, June 30, 2026**

Apply to: Human Resources Coordinator
Haliwa-Saponi Indian Tribe
Post Office Box 99
Hollister, NC 27844
(252) 586-4017

The Haliwa-Saponi Indian Tribe is a drug-free workplace. In compliance with the Immigration Reform & Control Act of 1986, the Tribe will employ only those who are U.S citizens or legal aliens authorized to maintain employment in the United States. Tribal members are encouraged to apply, however we are an equal opportunity employer, so all are welcome to apply.