



Tribal Enrollment Clerk

Haliwa-Saponi Indian Tribe

Job Announcement

Description: A person in this position will be responsible for the overall management and implementation of the Haliwa-Saponi Indian Tribe Enrollment process. Responsible for: collection of enrollee information and genealogy information; maintaining and securing the Tribe's enrollment records; coordinating with the Enrollment Committee Chair to establish enrollment procedures and processes; inputting enrollment information; submitting reports to Tribal Council; attending meeting, preparing presentations attending training sessions/workshops; and forecasting the needs of the Tribe to support long-range enrollment plans.

Requirements: Any combination of education and experience equivalent to an Associate's degree with two (2) years of experience working in an office environment or working with clients on a case-management basis. Must possess strong computer and writing skills. Preferred: Possess knowledge of: the Haliwa-Saponi Indian Community; genealogical data; North Carolina statistical data; and American Indian statistical data.

Compensation: The hourly hiring range for this position will be \$14.85 to \$20.98, (Annually: \$30,877 to \$43,629). The tribe 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 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 place of a completed application. We will not consider incomplete applications. A criminal background check will be required.

Apply by: **Friday, September 4, 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.