Dr. B. Ogletree Richardson
Chief

Howard Earl Richardson
Vice-Chief

Tribal Council
Earl Evans, Chair
Gideon Lee, Vice-Chair
P. Sunshine Richardson, Secretary
Tyler Richardson, Treasurer
Karen Lynch-Harley
Amelia K. Oxendine
Charles Richardson Jr.

Haliwa-Saponi Indian Tribe
39021 Hwy 561 · P.O. Box 99
Hollister, North Carolina 27844
Phone: (252) 248-3746
www.haliwa-saponi.gov

John Nash
Tribal Administrator

NOTICE OF CONTRACTOR OPPORTUNITY

HALIWA-SAPONI INDIAN TRIBE

POW-WOW ADVERTISING SALES

Notice is hereby given that the Haliwa-Saponi Indian Tribe is seeking a highly motivated, enthusiastic, self-starter, well-organized and detailed oriented person to solicit advertisements for the Haliwa-Saponi Indian Tribe's annual Pow-Wow booklet for the year 2026-2027. The contractor should have computer/technology skills to be effective. The contractor will make contacts with businesses to solicit advertisements for Pow-Wow ads. The contractor will provide invoices to the business and collect payments for the Pow-Wow ads. The contractor will maintain a record of all businesses contacted and payments collected and provide monthly summaries to the Tribal Administrator. The contractor will provide to the printing company or other designee, through all ads, for which payment has been received, to be placed in the Pow-Wow booklet.

If interested, please submit a resume with a cover letter explaining related qualifications and experience to: Tony Brown, Human Resources Coordinator, at 39021 Highway 561 Hollister, NC 27844 or via email tbrown@haliwa-saponi.gov by Monday, November 30, 2026, at 5:00 p.m.

The Haliwa-Saponi Indian Tribe is an equal opportunity employer and does not discriminate based on race, color, religion, nationality or sexual orientation. When HUD grant funds are used, Tribal and Indian preference is utilized in the hiring of staff, contractors and consultants.