



SNOQUALMIE INDIAN TRIBE
NEW MOONS CORPORATION
BOARD OF DIRECTORS

POSITION RESTRICTIONS:

- Three positions: Only Snoqualmie Tribal Members are eligible to apply
- Two positions: Non-Snoqualmie Tribal Members are eligible to apply
- Cannot be an employee of the Snoqualmie Tribe, any of its business enterprises, or LLCs
- Cannot be a member of any Snoqualmie Tribe Board, Committee, or Council

Department:	New Moons Corporation	Job Status:	N/A
Status:	Stipend	Reports to:	Tribal Council
Grade/Level:	Stipend	Travel Required:	Minimal
Work Schedule:	Varied	Positions Supervised:	N/A

POSITION SUMMARY:

The New Moons Board of Directors role is to oversee the development of economic planning, with implementation of the Tribe's business structure. This position will also be responsible for developing a structured process for assessing potential economic development and diversification opportunities and reporting to various parties including the Tribe's General Council.

ESSENTIAL DUTIES:

- Participate in the creation of Economic Development plans including goals, objectives, and work plan.
- Develop and implement the governing bylaws of the Board of Directors, and oversee Economic Development Department policies and procedures, subject to necessary approvals of the Tribal Council.
- Supervise recruitment, development, and retention of possible future Economic Development employees reporting to the Board of Directors.
- Establish strong partnerships with relevant internal tribal programs and outside entities to enhance the Snoqualmie Tribe's economic development efforts.
- Create, propose, and implement a process for researching other possible economic ventures which would help diversify the Tribe's economy as an element of a comprehensive Economic Development plan.
- Oversee the development and implementation of future approved enterprises assigned to the Board of Directors.
- Regularly monitor the health of the Tribal non-gaming enterprises and provide related reports, inputs, recommendations, and best practices.
- Identify, apply for, manage, and report for grants and other possible funding sources and partnership opportunities for the Tribe's economic development efforts.

ADDITIONAL DUTIES:

- The Tribe values its commitment to community service, confidentiality, and the well-being of its members. In recognition of this, each board member may be expected to perform duties from time to time which may not be related to their regular responsibilities, or at a time that is not normally scheduled.



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- The Board of Directors shall hold weekly meetings in the initial stages and hold a minimum of monthly meetings when appropriate.
- The Board of Directors shall report on a monthly basis in writing to the Shareholder (The Snoqualmie Tribal Council) on the financial and operating conditions of the Corporation and each project in development.
- The Board of Directors shall provide an annual report to the Shareholder (The Snoqualmie Tribal Council) and shall report to the Snoqualmie General Council on any new ventures.
- Other duties and responsibilities as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Must demonstrate some knowledge of principles and/or practices in the following administrative functions: Employment Law, Financial Management, Human Resources/Personnel, Property and Contract Management. Must have experience and capability in planning and directing complex work projects, and the ability to develop, present and gain acceptance for long-range program plans and budgets. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Maintain confidentiality at all times, especially regarding finances and potential business ventures of the Tribe.
- Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Be culturally sensitive.
- Accept responsibility and account for his/her actions.
- Perform work accurately and thoroughly.
- Actively attend to, convey, and understand the comments and questions of others.
- Use thinking and reasoning to resolve conflicts.
- Encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communicate effectively, clearly, and concisely with others using both written and the spoken word.
- Deal with others in an antagonistic situation.
- Make critical decisions while following company procedures.
- Be truthful and be seen as credible in the workplace.
- Organize and direct oneself and effectively supervise others.
- Complete assigned tasks under stressful situations.
- Proficient with computers and have extensive knowledge of Microsoft Office Programs.



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EDUCATION & EXPERIENCE:

EDUCATION REQUIRED:

- Bachelor’s degree in business, construction, retail operations, hotel and hospitality, regulatory, investments, banking, business development, or related field, OR a combination of education and experience that demonstrates the ability to perform the essential functions of the position may substitute for degree requirement.

EDUCATION PREFERRED:

- Master’s degree in business, construction, retail operations, hotel and hospitality, regulatory, or related field.

EXPERIENCE REQUIRED:

- Five to seven years of related experience in one or more of the following: business management, construction, retail operations, hotel and hospitality, regulatory, or related fields; and experience working in Indian Country.

EXPERIENCE PREFERRED:

- Seven to ten years of related experience in business management or related fields and experience working in Indian Country.

CERTIFICATIONS/LICENSES:

- Must have and maintain a valid and unrestricted Washington State Driver’s License.
- Must provide credentials of any relevant certifications and/or licenses.

OTHER REQUIREMENTS:

- Must be able to pass a thorough pre-employment background investigation.
- Must agree to be subject to the Tribe’s Controlled Substance and Alcohol Testing Policy to include pre-employment screening.
- Must be willing to submit a Credit Report that indicates a current credit score of 750 or above and no history of bankruptcy.

PHYSICAL DEMANDS:

Not applicable	Activity does not apply to this occupation.		
Occasionally	Occupation requires this activity up to 33% of the time (0 – 2.5+hrs/day)		
Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs./day)		
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)		
Stand	Occasionally	Lift/Carry	
Walk	Occasionally	10 lbs. or less	Occasionally



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Sit	Frequently	11 – 20 lbs.	Occasionally
Handling	Frequently	21 – 50 lbs.	Occasionally
Reach outward	Occasionally	51 – 100 lbs.	Not applicable
Reach above shoulder	Occasionally	Over 100 lbs.	Not applicable
Climb	Occasionally	Push/Pull	
Crawl	Occasionally	12 lbs. or less	Occasionally
Squat or Kneel	Occasionally	13 – 25 lbs.	Occasionally
Bend	Occasionally	26 – 40 lbs.	Not applicable
		41 – 100 lbs.	Not applicable

WORK ENVIRONMENT:

Work generally takes place in a virtual setting, via Zoom, with communication devices and email address provided.

The Tribe has reviewed this job description to ensure essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the board member’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Tribe reserves the right to change this job description and/or assign tasks for the board member to perform, as the Tribe may deem appropriate.