



MESCALERO --Apache-- SCHOOL

P.O. Box 230, 260 White Mountain
Mescalero, New Mexico 88340
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"Mescalero Chiefs"

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VACANCY

Executive Secretary

Job Summary

Highly organized, professional, and dependable **Executive Secretary** to provide comprehensive administrative and executive support to the Superintendent and school board. Position includes managing schedules, correspondence, meetings, documents, and confidential information while ensuring the office operates efficiently and professionally.

Key Responsibilities

- Manage the Superintendent and School Boards calendar, appointments, meetings, and travel arrangements.
- Prepare and organize meeting agendas, minutes, presentations, reports, and correspondence.
- Prepares refreshments/meals if needed for school board meetings.
- Handle phone calls, emails, and other communications professionally and promptly.
- Coordinate meetings and communicate with internal departments, clients, vendors, and external stakeholders.
- Maintain accurate and confidential records, files, and documents.
- Monitor deadlines, follow up on assigned tasks, and ensure timely completion of action items.
- Prepare reports, spreadsheets, presentations, and other business documents as required.
- Assist with travel planning, expense reports, and other administrative arrangements.
- Receive and prioritize incoming correspondence and requests.
- Support special projects and administrative initiatives assigned by senior management.
- Maintain a professional and organized executive office environment.
- Handle sensitive and confidential information with discretion.
- Position reports to the Superintendent

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- 2–5 years of experience in executive secretarial, administrative, or office support roles.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Ability to manage multiple priorities and meet deadlines.
- Strong attention to detail and accuracy.
- Professional appearance and interpersonal skills.
- Ability to work independently and exercise sound judgment.
- Demonstrated ability to maintain confidentiality.
- Must be able to lift a minimum of 25 pounds.
- Knowledge of Mescalero Apache people and their culture.
- High degree of attention to detail.
- Must have own transportation.
- Must be punctual.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.
- Must be able to lift 25lbs.

Term of Employment:

- Twelve-month contract.
- Salary – Business Office Salary Scale placement depends upon education and years of experience (As per MAS policy, up to 10 years of experience may be counted).

Working Conditions:

- Work is accomplished within a school environment.
- Confidentiality must be maintained. Employment is contingent on ability to maintain condition.
- Often required long periods of sitting as well as working with a computer.
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Applications will be accepted until Monday August 24, 2026.

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: maschiefs.org
Applications can be returned by mail, fax to 575-464-0053 or emailed:
priscilla.kadayso@mescalero.org