



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

JOB DESCRIPTION

POSITION: Community Outreach Coordinator
SUPERVISED BY: Tribal Administrator
PAY RATE: DOE (Starting Range: \$17.50-\$22.00/hr)
STATUS: Full-time, 40 hours/week, with benefits (contingent on funding)

GENERAL STATEMENT OF RESPONSIBILITY: Under general direction of the Tribal Administrator, the Community Outreach Coordinator (COC) is responsible for developing, planning, implementing, and evaluating family and youth prevention and diversion programs to provide wellness and prevention services for Big Pine Tribal community members. The COC is also responsible for leveraging community resources as well as other Tribal resources to provide family focused employment, education, job training, and four seasonal community events. Programs may include, but are not limited to: life skills, employability, job search and job readiness skills, cultural activities, pregnancy prevention and the formation and maintenance of healthy two-parent families.

JOB DUTIES: *Duties will include, but not be limited to, the following:*

1. Organizes, coordinates, and implements four (4) large community events.
2. Recruit Tribal Youth for employment workshops and on-the-job training opportunities.
3. Oversight of the daily supervision of the work experience program, activities and events.
4. Establish curriculum for youth employment/job skills workshops.
5. Coordinate collection and compilation of all data of youth employment attendance and participation, time sheets, and all other data related to collaborative community events in order to present comprehensive statistical and narrative program analysis reports.
6. Reconcile and provide monthly financial reporting on all project(s).
7. Authorize expenditures in accordance with program budget.
8. Represent the Tribe at various community and/or business meetings; promotes existing and new programs and/or policies.
9. Promote Cultural competency, personal competence, healthy lifestyles and resistance to physical and psychological illness or psychological injury.
10. Collaborate with other entities to assist in specific targeted workshops or trainings that would benefit community members as identified under project goals.
11. Create and distribute all public relations material related to community events and activities.
12. Oversee inventory of office supplies and order activity and project supplies as needed.
13. Operate office machines as necessary for related activities and projects.
14. Perform other related community outreach duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of traditional form of government, customs, and traditions.
- Must possess good verbal and written skills.
- Must have previous experience with and be knowledgeable of modern office practices and office machines

- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint and Access), and highly computer literate with the ability to type 40-60 wpm with accuracy.
- Must be personable and willing to assist all tribal members and co-workers in the delivery of tribal government matters.
- Knowledge of Tribal membership, Land Assignments, and other government services is highly-desirable.
- Must have previous experience in setting up and operating a public address system.
- Ability to mentor youth.

MINIMUM REQUIRED QUALIFICATIONS:

Experience and Training:

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying.

- Must be a High School graduate or have obtained a GED.
- At least one (1) year of organizing community events or related experience.
- Previous experience supervising employees, volunteers and presenters.
- Ability to coordinate and facilitate meetings and events.
- Competent in Native cultural skills and have knowledge of Paiute customs and language.
- Must have excellent computer skills; word processing of 40-60 wpm, and proficiency in Excel, Word, Publisher and other software applications.
- Must abide by Tribal confidentiality agreement.
- Ability to work independently and meet strict timelines.
- Must demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with individuals.
- Must have, or be able to obtain within 60 days, a CPR/First Aid Certification.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening.

PREFERRED QUALIFICATIONS:

- Public Speaking skills and experience.
- Previous experience with and/or the knowledge of and ability to research and write grants.

PHYSICAL DEMANDS

- Normal physical activity may be strenuous and can involve prolonged standing, walking, reaching, and bending.
- The employee must occasionally push, pull, and/or lift objects up to and over 50 pounds.

WORK ENVIRONMENT

Work is generally performed in an office environment with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required as well as travel.

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

Deadline to apply: This Position is **Open Until Filled**. Interested individuals must complete a Big Pine Tribal Application which must be received by the Big Pine Tribal Office as soon as possible.

Applications are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.