

*****JOB ANNOUNCEMENT*****

Gwayako-Bimaadiziwin Activities Coordinator

Position: Gwayako-Bimaadiziwin Activities Coordinator
Posting Date: 10/13/2017
Closing Date: 10/27/2017
Salary: Negotiable (D.O.Q) + Benefits
Location: TBD
Supervisor: Gwayako-Bimaadiziwin Project Director
Administration: Lac Courte Oreilles Personnel Policy and Procedure Manual

Summary

The primary responsibilities of the Activities Coordinator are to work with community volunteers, Ojibwe Cultural Specialists, program participants, and Tribal Government to ensure that the programmatic objectives are achieved.

Performance Responsibilities:

1. With the Director, volunteers, community members, and tribal staff, outreach the community to develop a pool of 25 project participants with alternates.
2. Coordinate the logistics for project orientation, including goals and expectations of participants for payment of stipends.
3. Establish a method for feedback from participants e.g., Facebook or mobile numbers for text messaging.
4. Manage programming activities, events and outings. With the Director, review yearly schedule of programs to be created, planned, organized, implemented, and assessed. Ensure all the required consultants, volunteers, materials and transportation are available,

a room or space is reserved for the event and any promotional materials are developed and distributed in advance of the programs.

5. Maintain order and borrow supplies as needed. Return supplies when/if necessary.
6. Coordinate and promote collaborations among and between the cohort participants.
7. With the Director, ensure the accurate recording, editing, organizing and publishing of project meeting minutes, and work created through the project.
8. With the Director, evaluate the outcomes of the project as established during the planning phase; track and document progress of participants in achieving benchmarks in their Life Plans; oversee assessment process for pre/post comparisons; review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
9. Other duties as assigned.

QUALIFICATIONS

1. High School graduate, 18-24 years old, who can develop a rapport with target population.
2. Must have a valid Driver's License and Insurance with regular access to reimbursable vehicle for transportation.
3. Must be able to pass background check(s).
4. Must be able to pass pre-employment drug screen and random drug screens thereafter.

KNOWLEDGE, SKILLS, ABILITIES

1. Knowledge of the Lac Courte Oreilles Reservation community and cultural practices of the Ojibwe.
2. Ability to work as a team member, maintaining a philosophy consistent with program goals.
3. Experience and creativity using a variety of tools, including social media and technology, to outreach potential participants.
4. Proficiency in social media platforms.
5. Must have the ability to work some evenings and weekends.
6. Strong communication and public relations skills.

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.