



## Blue Lake Rancheria Tribe of California

### POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Community Services Coordinator  
Department: Tribal Education Agency  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Prepared By: Executive Director  
Revised Date: 09/27/2023  
Approved By: TEA Board of Education  
Approved: 01/30/2024

### JOB SUMMARY

Community Services Coordinator's (CSC) work focuses on coordinating implementation and activities with non-LEA organizational partners, specifically business, chambers of commerce, governmental organizations, and Tribes to identify new and existing organizational partnerships for the provision of services to Modern Youth Internship Academies (MYIA) program participants. The CSC focuses on developing sustainable and effective program coordination via interpersonal communications, contract management all within a context of the Board of Education's priorities to enhance sovereignty, revitalize cultural traditions, and practice sound educational programming. CSC oversees program implementation efforts specifically for these partnership contracts, documenting participation, optimizing the grant reporting process, collaboration of social media campaigns, preparing progress reports, ensuring compliance with all TEA policies and procedures, managing coordination databases, and assisting in educating staff on program specific policies. Skills and expertise in successful community partnership building will aid our organization in serving the public by securing continuous support, and executing meaningful projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work specifically with the Redwood Coast Chambers Foundation (RCCF) to recruit businesses to host student internships and teacher externships. The CSC will have a focus of recruiting BIPOC, LGBTQIA+, veteran, Tribal and female owned business to ensure diversity in the internship offerings across specified Industry sectors.
- Coordinating participation in programs and determining student support needs, seeking appropriate support from external organizations and partners.
- Collaborate with members of local Native American Tribes, to schedule the delivery of culturally responsive resources, activities, and services;
- Represent the Blue Lake Rancheria on the Humboldt County Workforce Development Board, and the Eureka City Schools Community Schools Initiative Advisory Workgroup.

- Supports successful implementation of MYIA workshops, contracts, programs and activities;
- Coordinating and engaging with non-LEA partners during program design, and program implementation.
- Identifying and developing a supporter agencies database, cultivating strong relationships with external agencies.
- Optimizing the program implementation process by managing timelines and deliverables using the continuous improvement process.
- Preparing, submitting, and tracking participation, needs assessments, and surveys for future planning of student support services, TEA and LEA capacity building.
- Preparing reports to the Executive Director and Board of Education.
- Honor all commitments to partner organizations.

**Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere.
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

**Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

**QUALIFICATIONS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred: working knowledge of workforce development boards, chamber of commerce, service organizations, as well as city, county, and Tribal policies and procedures impacting the implementation of this project's goals.

**EDUCATION and/or EXPERIENCE**

Minimum requirement: Associate of Arts Degree in a behavioral science, social services, public administration, or education-related area preferred and two years of experience in outreach program coordination, preferably in an educational environment. Additional experience in coordinating programs may substitute for some higher education.

Preferred: Bachelors level degree in Marketing & Communications, Sociology, Ethnic Studies, Legal Services, or Public Administration. Experience working with marginalized communities, with an

understanding of the impacts of generational poverty and trauma with three years of experience desirable.

### **COMPUTER SKILLS**

Must be highly knowledgeable and proficient working with the Microsoft Office Suite, processing intermediate to advanced skills using Microsoft Word, Excel, and PowerPoint; Microsoft Access is also desired, but not required. Ability to understand and use Google Drive, Adobe Acrobat, and similar calendar, search engine, and software platforms. Experience in the use of Project Management and Database software highly desired.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret Tribal, local, state and federal laws applicable to project development and implementation as well as, policies and standard or technical procedures, including governmental guidance and regulations. Ability to write reports, business correspondence, logic models, and project implementation plans. Ability to effectively present information and respond to questions from co-workers, Tribal citizens, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.
- Strong public speaking skills

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to solve complex problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Use innovative techniques and both broad-based and detailed knowledge of the sociocultural anthropology of the North Coast to formulate and implement program concepts.
- Analytical skills for evaluating the effectiveness of programs and services, suggesting necessary changes and improvements.
- Exercising sound independent judgment within established guidelines when called upon.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or

crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a criminal background check and drug test.

### **WORK ENVIRONMENT**

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to 1) general office environment, 2) various indoor and outdoor environments located around the Rancheria on and off trust land. Includes the use of standard office machinery, small makerspace devices or equipment. Job duties may extend outside the office to meetings locally and abroad. Travel required by funding agencies to attend management and program related trainings is expected.