



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – COMMUNITY ENGAGEMENT COORDINATOR

Reports To: Tobacco Project Director

Department: Tobacco Outreach & Education

Status: Non-Exempt

Salary Range: \$29.00 per hour

SUMMARY AND SCOPE:

The Community Engagement Coordinator's responsibility is to deliver educational outreach to Picayune Rancheria of the Chukchansi Indian community members, residents, and other Tribes as necessary. The Community Engagement Coordinator will be responsible for timely and accurate recording and submission of grant information of the Tobacco Grant.

PRIMARY RESPONSIBILITIES:

- Responsible for providing neat and orderly department records;
- Experience in creating and completing collection data. Must have experience in achieving goals and objectives by completion of data collection.
- Maintain effective relationships with all office staff and Tribal Members;
- Regional travel required;
- Work alongside statewide partners to increase coordination of activities and events.
- Submit reports as required and respond to local and state needs for information as directed;
- Must plan, implement, and evaluate strategies of tobacco use.
- Lead the coalition to strategize action to reduce tobacco use through policy and programs;
- Fully engage community and coalition members, including specific task force groups, in the business of tobacco control;
- Prevent tobacco use in the community;
- Monitor completion of activities contracted in the written work plan submitted with this proposal;
- Must have excellent verbal and written communication skills.
- Knowledge of Native American/Native Indian history and culture.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- High school diploma or GED, required;
- Experience working in Tribal government administration and communities;
- Must be able to work with changing priorities;
- Requires excellent organizational, problem solving and critical thinking skills;
- Requires the ability to maintain confidentiality;
- Is knowledgeable of typical policies and procedures regarding benefit allocation regarding

tobacco grant;

- Is able to present information to a wide variety of audiences;
- Possesses strong interpersonal skills;
- Demonstrates effective communication skills, both orally and in writing;
- Is detail oriented with the ability to meet schedules and honor deadlines;
- Knowledge and familiarity of Native Indian culture and tradition;
- Must be able to work well under pressure;
- Excellent computer skills required and other small office equipment knowledge;
- Knowledge of Microsoft Windows programs (i.e. Power point, Word, Excel, Publisher).
- Must have a valid Driver's license with no restrictions.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Resume
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)