



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: September 9, 2024

Job Title:	Community Engagement Coordinator
Reports to:	Tobacco Project Director
Salary Range:	\$29.00 per hour
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Hourly, Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Coarsegold, CA

JOB SUMMARY

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.

Essential Duties

- 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.

Qualifications

Education

Minimum education required:

- High School diploma or GED required.

Experience

Minimum experience required:

- Two years of experience working in Tribal government administration and communities.
- Two years of increasingly responsible office support and/or related work experience requiring professional, public interaction.
- Ability to perform full range of office support work, using independent judgment with tact, discretion, professionalism and diplomacy. Ability to work with groups and/or independently.
- Ability to use and operate general office machines and equipment. Possess very strong organizational skills, attention to detail, efficiency, and accuracy. Ability to function in a fast paced, ever-changing environment. Ability to multi-task quickly and efficiently.

- Ability to use the internet, scanning, word processing, software, and communication programs such as PowerPoint, Word, Excel, Outlook, Adobe, Zoom, and Teams.
- Requires excellent organizational, problem solving and critical thinking skills.
- Is knowledgeable of typical policies and procedures regarding benefit allocation regarding tobacco grant.
- Possess valid California Driver’s License.
- Pass a pre-employment drug test and background check.

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe’s Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM 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 meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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	HR Representative Signature	Date
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