



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Community Project Coordinator
Department: Administration
Supervised by: Director or Administration
Pay Range: T-6 Non- Exempt

General Duties: The Community Project Coordinator will be responsible for community activities that are funded by TANF. The Community Project Coordinator will be responsible for planning, executing and reporting on all projects as outline in the sub-recipient agreement.

Responsibilities:

- Plan and execute family formation workshops with sports activities, family season gatherings, and family formation workshops with outdoor activities as well as other family formation and prevention workshops as necessary.
- Put together comprehensive curriculum/ provide appropriate speakers for workshops
- Track all data pertaining to workshops.
- Advertise and promote workshops for maximum participation
- Accurately manage budget for each project
- Monthly reporting for billing purposes.
- Collaborate with appropriate agencies for maximum support of workshop
- Work with youth in employment coordination.
- Other Duties as Assigned.

Supervisory Responsibilities:

None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Requirements:

- Minimum of High School Diploma or GED with a minimum of 3 years experience progressive responsibility in office management.
- Planning and organizing experience is a must
- Must be proficient in Microsoft Office Suite
- Must be Auto insurable with Tribal Insurance

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.