



Hopland Band of Pomo Indians Job Description

Position: COVID Coordinator (100% Grant Funded)
Reports to: Tribal Administrator
Rate of Pay: Wage Range \$25.00 - 30.00 per hour (DOE)
Hours per week: 40 hours per week

POSITION SUMMARY: Under the supervision of the Tribal Administrator, shall act as the administrative point of contact between the Tribal Administrator, Project Executives and internal / external clients. Undertaking the tasks of receiving calls, take messages and routing correspondence, handling executives' requests and queries appropriately. Schedule appointments and maintain calendars, maintains diary, arrange meetings and appointments and provide reminders. Schedules and coordinates staff meetings. Take dictation and minutes and accurately enter data where needed.

ESSENTIAL FUNCTIONS:

1. Must be able to prepare communication, such as memos, emails, invoices, reports and other correspondence
2. Must participate in all potential related meetings and work sessions as needed. Prepares and produce reports, presentations and briefs for meetings
3. Write and edit documents from letters to reports and instructional documents
4. Must create and maintain filing system, both electronic and physical. Adhere to management procedures to prepare, collect, record and input data when needed when filing documents
5. Interface with funding agencies to exchange information for special projects
6. Coordinate with external vendors and schedule appointments; oversee vendor performance to ensure timelines and quality
7. Develop reports and correspondence independently
8. Research new equipment purchases and recommend supervisor's consideration for special projects
9. Coordinate travel needs
10. Monitor production activities
11. Manage project file system and involve in project related calls
12. Interact with engineering managers, engineers and technicians to create documentation for Tribal Housing project for supervisor's consideration
13. Handle new projects set up with Tribal Administrator. Coordinate with project team on tasks as per objective and take off support preparation of close out documents
14. Must have the ability to work independently, make decisions and maintain confidentiality.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

REQUIREMENTS/QUALIFICATIONS:

Qualified candidates must have Bachelor's degree in public administration, political science, finance or related field desirable **OR** three (3) years' experience with demonstrated knowledge of proficiency in government-to-government relations, Tribal sovereignty, federal Indian law and policy, trust responsibility, Indian treaties, Tribal consultations, and Tribal constitutions. Must possess understanding of Federal, State, and Tribal relationships. Must have three (3) years' experience and demonstrated ability to plan and implement strategic projects with clear goals and objectives. Must have experience and demonstrated skills in creative problem-solving and conflict resolution; demonstrated the ability to work in culturally diverse environments and tolerate disparate viewpoints; demonstrated ability to tolerate unforeseen and sometimes frustrating challenges while maintaining an even temperament.

Licenses and Certifications: valid California Class C Drivers License and be insurable for auto insurance.

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; including conflict resolution and crisis intervention; ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – The physical demands described here are representative of those that must be met by an employee 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 employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply please contact HR at 707 -472-2100 ex 1341 and Mail your completed application, resume, and DMV print out to:
3000 Shanel Rd
Hopland, CA 95449



Approved by Tribal Council xxxx

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