



Hoplend Band of Pomo Indians

Position: Listos Project Engagement Coordinator
Under the Direction of: EPA Director
Rate of Pay: \$25.00 - \$26.00 per hour
Hours Per week: 40 hours per week (Up to 18-month assignment)

POSITION SUMMARY: Position Summary: This is a grant funded position for up to 18-months and is dependent on funding availability. Under the supervision of the EPA Director, the LISTOS Project Engagement Coordinator will serve as a key member of the Community Emergency Response Team. Will collect and report regularly on engagement data, facilitate emergency preparedness education and conduct engagement activities through home visits, community meetings, partner meetings and trainings. Will also be responsible for the timely and accurate reporting of grant deliverables and objectives and overall compliance with the grant.

ESSENTIAL FUNCTIONS:

1. Develop educational and outreach materials on emergency preparedness, home hardening, and community readiness and resiliency.
2. Conduct outreach and education within the Tribal community.
3. Distribute flyers and information on emergency preparedness.
4. Assist in the coordination of community-based planning; including workshops, emergency preparedness meetings, and other public forums to assess community and individual needs.
5. Establish, coordinate and facilitate the Tribal Community Emergency Response Team
6. Coordinate outreach booths at Tribal special events such as Tribal Health Fair and Earth Day.
7. Coordinate and develop inter-Tribal and inter-agency Emergency Preparedness and Resiliency Plan for the Tribe.
8. Conduct at least 80 outreach home visits to eligible residents
9. Responsible for completion of required reporting to the grantor.
10. Assist in the development of formal Community Emergency Response Plan.
11. Coordinate the distribution of emergency supplies.
12. Maintain inventory of tools and supplies.
13. Attend relevant trainings, department meetings and applicable workshops.
14. Collaborate with other Tribal departments and network within the community to maximize engagement.
14. Other duties as assigned.

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 supervisor.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience - Education and/or Experience- High school diploma or equivalent required. Minimum of 1 year working in a similar position and carrying out the activities and reporting of a grant. Experience in Tribal community outreach, education, and coordination of outreach events. Knowledge of emergency preparedness, emergency response, home hardening, project and grant management.

Licenses and Certifications - Valid California Class C Driver's License and be insurable for HBPI auto insurance; CPR, First Aid Certificate within sixty (60) days of employment.

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.



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Additional Requirements - Good communication and interpersonal skills; ability to develop rapport with varying audiences and the general public and to maintain an effective working relationship with co-workers.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook. Knowledge of equipment used for emergency preparedness such as communication equipment, safety equipment, tools and all-terrain vehicles. Ability to work a flexible schedule (nights, weekends, and holidays) as business needs dictate; ability to travel to attend trainings and maintain a safe work environment.

Language Skills - Should have excellent writing, oral and interpersonal communication skills and be an intuitive listener; good public speaking skills; exercises considerable initiative and independent judgment; establishes and maintains effective working relationships with those contacted in the course of assignment; ability to interact with Tribal members from varied backgrounds, age groups and with a variety of program needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Hopland Band of Pomo Indians.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Physical 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 management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center, Tribal lands as well as Tribal Member homes; speak and hear, and use hands to finger, handle, or feel. 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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. This position does require outdoor activities and may require working in adverse weather conditions, heat, cold, rain, or snow. There is potential for working around loud noise, nuisance dust, bees, snakes and other potential hazards. The employee must follow Tribal safety protocols, and utilize provided safety equipment (gloves, goggles, booths) when needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually quiet.

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, in some instances, an extensive background security check.

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