



Hoplend Band of Pomo Indians Job Announcement

Position:	Community Engagement Specialist (Tribal Outreach)
Under the Direction of:	Tribal Administrator
Rate of Pay:	\$30.00/hr Part-time, 20 hours per week (proposed average)

POSITION SUMMARY: This position is responsible for developing and implementing a comprehensive outreach strategy to engage with the Tribe's geographically local and dispersed members. Under general guidance from Tribal leadership, the position will help conduct needs assessments, identify preferred communication methods, help organize community meetings, manage data collection, and may initiate a master family tree project.

DUTIES AND RESPONSIBILITIES:

Outreach and Communication:

- Develop and implement a comprehensive outreach strategy to reach enrolled tribal members while exploring additional outreach methods.
- Conduct a needs assessment to understand the communication preferences (electronic vs. traditional) and service needs of Tribal members. This may involve designing and conducting surveys, phone calls, and focus groups.
- Analyze mailing addresses to create a heat map identifying areas with high concentrations of Tribal members.
- Develop and distribute information to inform members of needs assessments and community meetings.
- Strong written and verbal communication skills are required.

Community Engagement:

- Assist in the organization and facilitation of community meetings in areas with significant Tribal populations.
- Coordinate logistics for meetings, including securing venues, catering (if appropriate), and travel arrangements for Tribal representatives (if applicable).
- Ensure the logistical efficiency of meetings, aiming for effective communication and active participation from attendees.
- Travel to and attend community meetings in various locations, including but not limited to Lake, Mendocino, and Sonoma Counties.

Data and Record Keeping:

- Assist with development and drafting of needs assessment processes, survey methods, and instruments.
- Assist with interpreting findings from assessment and surveys; drafting related reports for decision makers.
- Maintain a centralized database of all communication efforts (both past and present), needs assessment responses, and meeting attendance records.
- Develop and implement systems for tracking outreach efforts and measuring their success.
- Ensure the confidentiality and security of all collected data.
- Ability to learn new software and adapt to the changing needs of the position and Tribe.

Master Family Tree Project:

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.

- Research and recommend software for compiling a master family tree of the Tribe.
- Develop a data collection plan for gathering family information and ensuring the accuracy of records.
- Input data into the chosen software to initiate the master family tree project.
- Ensure the logistical efficiency of meetings, aiming for effective communication and active participation from attendees.

QUALIFICATIONS:

- Bachelor’s degree in a related field (Communications, Public Administration, Tribal Administration) or equivalent in experience is preferred.
- Experience in community engagement, outreach, and data collection.
- Excellent communication, as well as interpersonal and organizational skills.
- Ability to work independently and manage multiple projects simultaneously.
- Strong cultural sensitivity and understanding of Tribal customs.
- Proficiency in database management and spreadsheet software.
- Familiarity with survey design and analysis (preferred).
- Clean driving record and insurable through Tribal insurance carrier.

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

This is a part-time, non-benefitted contract position.

To Apply: Mail your completed application, resume, and DMV printout to:

Hopland Band of Pomo Indians
 Human Resources
 3000 Shanel Rd
 Hopland, Ca 95449

Apply in Person – You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 am to 4:00 pm Monday through Friday.

Other ways to Get Position Listings and Applications – If you need a hard copy of an application mailed to you, please E-mail HR@hoplandtribe.com or call 707-472-2100

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