



Hopland Band of Pomo Indians Job Description

IN-HOUSE JOB OPENING

APPLICATION DEADLINE TO APPLY: August 8, 2025

Position: Community Engagement Coordinator #2- Commercial Tobacco Prevention (100% Grant Funded)

Reports to: Community Health Manager

Rate of Pay: \$24-\$26 per hour (DOE)

Hours per week: 40 hours per week

POSITION SUMMARY: This new project is aimed at reducing commercial tobacco use in the American Indian Community of the HBPI. The community Engagement Coordinator supports and fosters a community of practice by working with Tribal Advisory Committee members and CTCP Statewide Partners.

ESSENTIAL FUNCTIONS:

1. Create and maintain a Tribal Advisory Committee
2. Seek regular consultation with CTCP Partners
3. Increase training opportunities for TAC and Community
4. Prepare communication, such as memos, emails, invoices, reports and other correspondence
5. Participate in all related meetings and trainings sessions as needed
6. Prepare reports, presentations and information briefs
7. Write and edit documents
8. Create and maintain filing system
9. Adhere to procedures to prepare, collect, record and input data
10. Interface with funding agencies to exchange information
11. Coordinate with external vendors; oversees vendor performance to ensure timelines and quality standards are met
12. Develop reports and correspondence independently
13. Monitor activities
14. Coordinate with project team on tasks as per objective
15. Ability to work independently, make decisions and maintain confidentiality
16. Work with TAC members to conduct brief interviews in the community with different groups of stakeholders about
Several tobacco related issues
17. Able to attend various meetings and workshops or act as a facilitator

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.

REQUIREMENTS/QUALIFICATIONS:

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.

Qualified candidates must have an Associate degree in health or human services or related field (desirable) OR three (3) years' experience with demonstrated knowledge of program/project coordination. Must possess understanding of Federal, State, and Tribal relationships. Must have demonstrated ability to work in culturally diverse environments and tolerate disparate viewpoints; demonstrated ability to tolerate unforeseen and sometimes frustrating challenges while maintain an even temperament.

Licenses and Certifications: Valid California Class C Driver's License and be insurable for auto insurance is preferred.

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; 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 people from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports; exercises sound independent judgment and act 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 community, 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. 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

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