
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Economic Development Coordinator

Reports To: Director of Operations

Location: Yreka, California

Salary: \$110,000-\$130,000, depending on experience

Classification: Full time, Regular, Exempt

Summary: The Economic Development Coordinator shall assess immediate and long-term economic needs of the tribal government. Working in concert with tribal enterprises, directors and managers the Economic Development Coordinator will plan new and expanded programs to serve tribal member owned small businesses, tribal owned enterprises and the tribal government; research and write grants and funding proposals; secure financial and other resources required for successful program implementation and continuation toward economic self-sufficiency.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Position Description

Title: Economic Development Coordinator

Reports To: Director of Operations

Location: Yreka, California

Salary: \$110,000-\$130,000, depending on experience

Classification: Full time, Regular, Exempt

Summary: The Economic Development Coordinator shall assess immediate and long-term economic needs of the tribal government. Working in concert with tribal enterprises, directors and managers the Economic Development Coordinator will plan new and expanded programs to serve tribal member owned small businesses, tribal owned enterprises and the tribal government; research and write grants and funding proposals; secure financial and other resources required for successful program implementation and continuation toward economic self-sufficiency.

Responsibilities:

- 1) Prepares annual plans consistent with the mission of the Karuk Tribe's objectives, activities, timelines, to assist the Council in developing long range community/ economic development strategies (Comprehensive Economic Development Strategy- CEDS). Oversees the implementation and updating of the Tribe's CEDS.
- 2) Monitors Notices of Funding Availability (NOFA), Requests for Application (RFA) published by public or private sector resources in order to meet the high priority needs of the tribal membership; respond to notifications and inquiries received from Council, tribal administrators and department directors; implement and sustain department with funding opportunities.
- 3) Works with Tribe's Chief Financial Officer (CFO) to ensure department meets all auditing requirements.
- 4) Assesses the programmatic condition of the Economic Development Department and makes monthly operating report to the Tribal Council; responds to requests from other department personnel regarding activities.
- 5) Researches and prepares business plans and financing proposals for Tribal Enterprises.
- 6) Researches and prepares project plans and financing proposals for projects that promote community or economic development for the Karuk People.
- 7) Assists small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk Tribe. Provides referrals to agencies to assist tribal member/descendent entrepreneurs with business planning and/or financing.
- 8) As a member of the Tribe's Management Team, shall work cooperatively with other department directors to develop and implement sound plans, budgets and financial systems.
- 9) Shall provide analysis of trends in public and private funding availability, trends in revenues and expenditures, and provides advice on potentially adverse or beneficial impacts.

9) Attends Council meetings and other meetings as requested.

10) Shall serve as the official representative of the Tribe to community members and organizations, creditors, funding agencies; advocates for public policies, as well as public and private sector support of economic development programs and promotes collaborative approaches to economic development programs.

11) Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

12) Shall be polite, respectful and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1) Have the ability to work effectively with Native American people in culturally diverse environments.

2) Have the ability to manage time well and work under stressful conditions with an even temperament.

3) Have the ability to establish and maintain harmonious working relationships with other employees and the public.

4) Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of the Karuk Tribe.

4) Have the ability to understand and follow oral and written instructions.

5) Establishes and maintains an effective working relationship with the public, outside agencies, both public and private.

Requirements:

1) MBA with minimum of three years’ experience and proven success in rural economic development, or BS in Business Administration with five years proven success in rural economic development. Progressively responsible work experience and proven success in a similar occupation may be substituted for the educational requirement.

2) Demonstrated abilities to plan, finance, implement and manage economic development enterprises, and projects.

3) Must have demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) preferred, federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal Governments preferred.

4) Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards, members of the management team or tribal membership.

5) Must have excellent writing skills, experience working with the public and good communication skills.

6) Must have strategic planning and implementation background in private and public sector.

- 7) Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; and work under moderately to highly stressful conditions.
- 8) Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 5) Must adhere to confidentiality policy.
- 6) Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: 5/24/2023

Employee's Signature: _____