

Karuk

Development

Community

Corporation

Extended Posting

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: AmeriCorps Planning Specialist

Reports To: Workforce Development Coordinator

Location: Happy Camp, CA

Salary: \$35,360

Classification: Full-Time (Temporary), Non-exempt, Non-Entry Level

Summary: The scope of responsibilities and duties include strategic planning, working closely with the Planning Team, developing partnerships with key community partners, conducting research on community opportunities and AmeriCorps Program best practices, and drafting an implementation plan for an AmeriCorps Program specific to Economic Opportunity and Education.

Application Deadline: 5pm, Tuesday September 24, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: colegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.



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POSITION DESCRIPTION

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Responsibilities:

1. Conducts research of AmeriCorps statutes, guidelines, and program policies and becomes familiarized with AmeriCorps programs.
2. Works closely with Tribal departments and key community partners in developing and executing the strategic implementation plan.
3. Arranges and facilitates meetings and planning sessions.
4. Develops strategies based on research, community input and identified partnership opportunities.
5. Helps design a plan that will determine what AmeriCorps activities should take place and where AmeriCorps workers will be placed.
6. Provides a financial plan, AmeriCorps member plan, and site services plan as part of the planning grant components and shall spend all funds in accordance with the grant budget.
7. Collaborates with other private and federal sectors as needed.
8. Presents all required reports and documents according to the chain of command.
9. Collaborates with Tribal departments and other agencies to ensure that planning activities meet all required standards, compliance, and reporting.

10. Identifies technical assistance as needed for grant development.
11. Provides financial reporting, quality controls, monitoring, and financial accountability in conjunction with the Workforce Development Coordinator KCDC Fiscal/Administrative Departments
12. Be available for local and out of the area travel as required for job related training.
13. Shall attend all required meetings and functions as requested.

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 and understand and follow oral and written instructions.
4. Have the ability to facilitate planning sessions and synthesize information into evidence-based implementation strategies.

Requirements:

1. Possess a BA or BS degree or have similar or equivalent experience.
2. Must have good English and technical writing skills and computer processing skills.
3. Demonstrate adequate writing and oral communication skills.
4. Able to travel for brief periods and on short notice.
5. Must possess a valid driver's license and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. 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.

Council Approved: August 22, 2013

Chairman's Signature _____

Employee's Signature: _____