<u>Vacancy Announcement</u>

Title: Workforce Development Coordinator

Reports To: KCDC Economic Developer/ Operations Manager

Location: Happy Camp

Salary: $20.00 - $28.00 per hour DOE

Classification: Full-time, Regular, Non-Exempt

Summary: Coordinates activities in the Happy Camp Community Computer Center to ensure tribal, community members, and students have access to and assistance in the use of computer technology. Coordinates and/or develops workforce development training, provides and/or coordinates employment counseling, vocational assessment, referral to community resources and support, financial literacy, and assist with higher education applications; maintains computers and other equipment at the Center.

<u>Application Deadline: June 8, 2021 at 5 PM</u>

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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: vsimmons@karuk.us

Position Description

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Responsibilities:

1. Open and close the Computer Center and provide for the general cleanliness of the Center. Report maintenance problems as they occur. Enforce procedures for the use of the computers and other equipment, supplies, materials, software, hardware and peripherals. Address problems with students or community members who do not follow established procedures or who exhibit inappropriate behavior, language, or access/view inappropriate web sites.

2. Maintain computers (including software) and other equipment and report maintenance problems before they occur. In coordination with KCDC ED/OM, manage and update KCDC webpage on a regular basis.

3. Provide and maintain records of daily computer use, activities, classes, and training opportunities occurring at the Computer Center including COS distance learning. Develop and prepare monthly reports for supervisor and KCDC Board of Directors.

4. Coordinate with and support tribal, community, county and other programs to provide job related training and workshops, assist tribal and other community members with job searches, resumes and employment applications, letters of inquiry, and interview techniques.

5. Assist students, tribal and other community members with access to GED or high school diploma opportunities, technical vocation courses, online computer skills, secondary education and distance learning opportunities including applications for admissions and/or financial aid.

6. Identify and coordinate with other supporting workforce entities to help facilitate job opportunities, job related certificates and training, job skills and employability for community members.

7. Coordinate with Karuk Community Loan Fund and other financial institutions/entities to provide financial workshops that may include family budgeting, how to manage and maintain checking and savings accounts, establishing credit, and investing.

8. Network and collaborate with tribal, county, state and federal organizations as well as private businesses that promote employment and self-sufficiency.

9. Be available for local and out-of-area travel as required for job related training, workshops or meetings; shall attend all required staffing, meetings, and functions as requested; coordinate coverage or be available to work at the Center weekends and evenings as needed.

10. Must be professional, polite, and maintain a priority system in accepting other job related duties as assigned.

Qualifications:
1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and some knowledge of the Karuk culture.

2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Must be able to work well with the public and follow Karuk Tribe and KCDC policies and procedures.

3. Teamwork: Strives to be "solution-focused" and presents recommendations that best meet the needs of the Happy Camp Community Computer Center. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.

4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Happy Camp Community Computer Center and KCDC. Establishes and maintains an effective working relationship with KCDC staff, College of the Siskiyous, and other relevant entities.

5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC ED/OM and/or Board.

Requirements:
1. Degree from an accredited college or 2-years student service experience and/or 2-years workforce development experience.

2. Extensive knowledge of Microsoft Office software including Word and Excel.

3. Extensive computer skills; previous experience with online, videoconferencing, and other technology-mediated instructional methods.

4. Valid driver's license, good driving record and must be insurable by the Tribe's insurance carrier.

5. Must adhere to the Tribe's confidentiality policy.

6. Must successfully pass a pre-employment drug-screening and 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.

KCDC Approved: 11/9/2016

Council Approved: 2/23/2017, 4/27/2020, 5/27/21

KCDC Chair Signature: _____   **Date:** _____

Chairman's Signature: _____   **Date:** _____

Employee's Signature: _____   **Date:** _____