



**Title:** Workforce Development Coordinator

**Reports to:** Karuk Community Development Corporation Board of Directors

**Location:** Happy Camp, CA

**Salary:** \$50,000-\$56,000

**Summary:** Under supervision, develops and oversees workforce development and training, collaborate client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, and training, referral to community resources and support services, program eligibility, and/or job development/placement; and performs related duties as required.

**Responsibilities:**

- Identifies other supporting workforce entities to help facilitate job opportunities, job related certificates, training, skills and employability.
- Promote training opportunities, recruit participants, assess and provide training needs.
- Assist college-ready participants with applications for admissions/financial aid; provide basic skills training for non-ready or refer to adult school.
- Schedule workshops, conduct job searches, prepare resumes and employment applications, letters of inquiry, and learn employment interviewing techniques.
- Schedule and facilitate family budgeting and finance workshops that include: budgeting, checking and savings and investment planning. Homeownership planning including: loans, establishing credit.
- Provide classroom instruction and workshops in small business management entrepreneurship, business plans, feasibility and marketing plans and Federal Contracting.
- Assists prospective workforce with access to GED-High School Diploma, Technical Vocation Courses, and Online Computer Skills, Secondary Education and Distance Learning opportunities.

- Shall support Tribal Employment Rights Office (TERO) agendas to increase their capacity to assist Tribal members with finding opportunities for training and job building skills for local public and/or private sector employment.
- Provides workforce job search, interview and resume development.
- Develops cooperative working relationships with workforce entities, including but not limited to U.S. Forest Service, Karuk Tribe, Tribal TANF, Tribal TERO, and Tribal Education Program.
- Networks and collaborates with federal and state organizations and private businesses that promote economic development and employment.
- Maintains confidential records of client performance and provides statistical reports to KCDC Board on achievements, obstacles encountered, recommended remediation, and possible program improvements.
- Shall submit all programmatic reports correctly and in a timely manner and coordinate with grant manager.
- Shall provide direct supervision to Happy Camp Computer Center and Orleans Computer Center staff.
- Shall monitor clients for inappropriate behavior, language and web sites.
- Attend orientation, staff development, and staff meetings.
- Shall assist or provide classes and training as needed.
- Shall assist in scheduling and coordinating access to Community Computer Center by diverse groups and individuals for a variety of employment and education related activities (e.g., unrestricted access periods for youth, adults, parent/child pairs and the broader community).
- Be available to work or have coverage for weekends and evenings when needed.
- Other duties as assigned.

**Qualifications:**

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work on multiple tasks under performance deadlines.
3. Ability to establish and maintain harmonious working relationships with participants, other employees and the public.

4. Ability to motivate learning in an educational setting; ability to maintain confidentiality.

**Requirements:**

1. Must have a bachelor's degree from an accredited four-year college and two years of professional student services experience, or equivalent combination of education and experience.
2. Demonstrated ability to understand American Indian perspectives and establish excellent rapport with American Indian clients.
3. Excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
4. Tact, discretion, and capacity to inspire cooperation and confidence among students.
5. Demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications..
6. Excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods preferred.
7. Demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with postsecondary student records management preferred.
8. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the Tribe's confidentiality policy.
10. Must successfully pass a drug-screening test and criminal background check from the Karuk Tribe of California, and LIVE Scan through an educational organization (college or office of education).

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

**Board Approved: 01/15/2013**

**Tribal Council Approved: 01/17/2013**

**Chairman's Signature** \_\_\_\_\_  
**Employee's Signature** \_\_\_\_\_