## Job Title:
Promises Neighborhood Initiative Coordinator

### Job Grade
9

### FLSA Status:
Non-Exempt

### Location:
Crescent City

### Department:
Education Department

### Division:
NER-GERY ‘Oohl’, Helping Yurok People - Health & Human Services

### Reports To:
Education Director

### Salary Range:
$27.23-$35.53

### Position Summary:
Under the general supervision of the Assistant Education Director the Promise Neighborhood Initiative Coordinator has the responsibility to assist in the development and implementation of the Promise Neighborhood program. As a team, the Initiative Coordinator, will assist to establish a system for identification of needs of families and children, implement program activities to meet these needs, and assist to provide for the day-to-day oversight of the Promise Neighborhood program. The Initiative Coordinator will work with the staff and community partners to help coordinate the Promise initiative.

### Duties and Responsibilities:

1. Assist in the plans and coordination and implementation of the Promise Neighborhood Initiative in coordination with the Promise Neighborhood staff, tribal departments, community partners and the steering committee.
2. Assists the Promise Director and Promise Neighborhood steering committee in ensuring compliance with project goals and objectives, timelines, data collection and contractual obligations for the Promise Neighborhood grant Program.
3. Drafts, types, organizes, and maintains files of correspondence, forms, reports, and other materials relating to the Promise Neighborhood Program, data and steering committee.
4. Assist to develop an annual calendar of program milestones and activities which meet the grant goals and objectives.
5. In cooperation with the Education Administrative team assists with the staffing plan and provides for the selection, training, and coordination of Promise Neighborhood staff.
6. Provides reports and documentation pertinent to the ongoing development of the program.
7. Develops, implements, and maintains the needed systems and procedures to assure project coordination, including a plan for achieving program objectives.
8. Provide Management of project including development, planning, implementation and evaluation;
9. Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the Yurok Tribe and the grant project;
10. Develop and implement long-term goals and objectives to achieve the successful outcome of the program;
11. Assist in developing an annual budget and operating plan to support the program;
12. Assist on developing a program evaluation framework to assess the strengths of the program and to identify areas for improvement;
13. Assist to ensure that program activities operate within the policies and procedures of the organization;
14. Assist on oversight and the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization;
15. Assist to Establish and implement a performance management process for all program staff;
16. Assist to ensure all staff members receive orientation and appropriate training in accordance with organizational standards;
17. Assist on communicate with clients and other partners to gain community support for the program and to solicit input to improve the program;
18. Liaise with other managers, both within the tribe and with key partners, to ensure the effective and efficient program delivery;
19. Assist on to monitor contract compliance and oversee program budget;
20. Completion of statistical progress reports for funders;
21. Participation in coalitions, committees, and boards to provide better services for students and families
22. Follows up on projects, directives, and action items as received from the Tribal Council, Education Director, or arising out of committee meetings. Transmits information to appropriate Yurok Tribal staff and/or committee members, as necessary.
23. Seeks out and prepares grant applications for supplemental funding for program activities.

SUPERVISORY RESPONSIBILITIES:

May assist in supervising Promise Neighborhood staff. May also supervise a variety of paid and volunteer staff and coordinate with a variety of contracted partners.

MINIMUM QUALIFICATIONS:

1. Ability to read and understand correspondence, governmental regulations, higher education, and trade school catalogues/directories. Ability to write routine reports business correspondence, compose memorandums, etc. Knowledge of correct spelling, grammar, and punctuation. Ability to present information and respond to questions from clients, tribal members, parents, Tribal Council members, school personnel and general public.
2. Must have a practical understanding of American Indian families and ability to work with Parents, Students, and School Personnel including Superintendents, Principals, Teachers and Board Members.
3. Must have well-developed organizational skills and ability to carry tasks through to completion.
5. Knowledge of regulations concerning Indian Tribes and federally funded programs.
6. Must possess intermediate to advanced computer skills including familiarity with word processing, database, and spreadsheet programs.
7. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
8. Must have well developed writing skills and be willing to prepare grant applications for supplemental funding for program activities.
9. Qualified Indian preference applies.
10. Must complete a background investigation and fingerprint clearance.

EDUCATION/EXPERIENCE:

G9: Bachelor’s degree from an accredited college and two or more years of specialized experience.

An equivalent combination of education and work experience are qualifying for this position at all grade levels.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Anyone convicted of a drug or alcohol related offense in the past three years is not eligible for employment with the Yurok Tribe Education Department.
4. Must obtain CPR/First Aide Certificate within six months of hire.
5. Must pass a TB test and hepatitis screen when required by the school district.
6. Must pass a criminal/character background check.
7. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
8. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
10. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel,
YUROK TRIBE-JOB DESCRIPTION
Promise Neighborhood Initiative Coordinator DRAFT

crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

11. VISION REQUIREMENTS:

• Close vision (clear vision at 20 inches or less).
• Color vision (ability to identify and distinguish colors).
• Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
• Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

______________________________________________   ______________
Employee Signature        Date    Employee #

______________________________________________   ______________
Supervisor Signature        Date