Yurok Tribe
Job Description

POSITION SUMMARY:
Under the supervision of the Staff Attorney and Court Director, the Program Coordinator will be responsible for coordinating the development of the To’Kee Skuy’ Soo Ney-Wo-Chek’ Program to address the Murdered and Missing Indigenous People. This includes coordination with the Yurok community, various Yurok government departments, contracting partners, law enforcement (tribal, state, and federal) and partnering agencies.

DUTIES AND RESPONSIBILITIES:
1. Develop relationships with law enforcement agencies on tribal, local, county, state, and federal levels.
2. Utilize data tracking to document the scope of the MMIW epidemic in Northern California and those tribes’ population affected by the MMIW regardless of location.
3. Convene family group sessions at least on a monthly basis.
4. Identify stakeholders and coordinate ongoing meetings.
5. Monitoring and reporting on grant objectives and activities to Yurok Tribal Court, Tribal Council, funding agency, and tribal community.
6. Develop programs to address the needs of families impacted by MMIW.
7. Identify evidence-based and culturally appropriate treatment and recovery services.
8. Assist in the development and distribution of educational, age, and culturally appropriate materials for schools, the general public and community meetings.
9. Serve as the central point of contact between project paralegal, contracted partners, court personnel, agency stakeholders, and community stakeholders.
10. Attend department meetings and other required meetings and training as needed.
11. Establish protocols for sustainability of programs.
12. Track and input MMIP cases.
13. Complete intake and data sheets on MMIP cases and families,
14. Present at conferences, events, and group sessions on the issue of MMIP.
15. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:
1. Grade 9 – Bachelor’s degree in social science, Research, Project Management, or a closely related field from an accredited college and a minimum of three years of administrative and supervisor experience in a closely related field.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:
Performs a full range of supervisory duties and responsibilities in accordance with the Tribe’s Employee Policies.

MINIMUM QUALIFICATIONS:

YTC Approved 12/13/2023
1. A minimum of three years of experience in an administrative capacity, including supervisory experience, in Social Science, Research, Project Management, or closely related field.
2. Must be skilled in written and oral communications.
3. Knowledge of social science methodologies and interpretation, including interviews, surveys, and demographic data collection.
4. Ability to work with all phases of the community in a confidential and non-judgmental manner.
5. Computer literate, including Windows, Microsoft Office, Excel, Power Point and other common programs.
6. Ability to plan and schedule workload independently and guide others to do so as well.
7. Possess strong organizational and administrative skills and the ability to plan and implement activities and strategies.
8. Ability to communicate effectively with law enforcement, state and federal agencies, tribes, and parents.
9. Demonstrated commitment to collaborative programming emphasizing whole health wellness.
10. Previous experience working with tribal and/or Native American organizations, preferred.
11. Must be able to sign and follow a professional code of ethics and conduct.
12. Energetic, forward thinking, and creative with high ethical standards and an appropriate professional image.
13. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
14. Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.

CONDITIONS OF EMPLOYMENT:
1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. 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.
3. Must pass a background investigation and fingerprint clearance.

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. Knowledge of Yurok language is preferred but not required.

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.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.
VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

______________________________________________________________________________
Employee Signature Date Employee #

______________________________________________________________________________
Supervisor Signature Date