



## Redwood Valley Little River Band of Pomo Indians

### Job Description

Job Title: COMMUNITY ENGAGEMENT COORDINATOR

Reports To: TRIBAL ADMINISTRATOR

Salary Range: \$28/hour – Part Time

#### **POSITION SUMMARY**

The Community Engagement Coordinator serves as the primary point of contact for the PetSmart Charities Community Grant Program. This part-time, grant-funded position is responsible for coordinating outreach, community engagement, educational programming, and grant-related activities focused on animal welfare and community support services. The coordinator will work directly with community members, partner organizations, and Tribal departments to strengthen access to pet resources and promote responsible animal care throughout the community.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Coordinate grant-funded community events including vaccination clinics, pet supply distributions, and educational outreach activities.
2. Develop and maintain positive relationships with community members, partner agencies, veterinary clinics, and animal welfare organizations.
3. Conduct culturally appropriate outreach through social media, community events, and direct engagement with Tribal households.
4. Track program activities, participant data, and grant deliverables using Trello, Airtable, and related digital systems.
5. Prepare reports, maintain organized grant documentation, and assist with compliance requirements.
6. Coordinate transportation and logistical support for community members accessing off-site veterinary services.
7. Develop educational materials and presentations related to responsible pet ownership and animal welfare.
8. Assist with planning workshops and outreach activities for Tribal Elders, Youth, and families.
9. Maintain clear communication with Tribal Administration, community partners, and PetSmart Charities representatives.
10. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. High School diploma, GED, or equivalent combination of training and experience.
2. Strong verbal and written communication skills.

3. Ability to work effectively with Tribal Members, staff, and community partners.
4. Basic proficiency with computers and willingness to learn Trello and Airtable systems.
5. Strong organizational skills and ability to manage multiple tasks and deadlines.
6. Valid driver's license, auto insurance, and ability to meet Tribal insurance requirements.
7. Passion for community outreach and animal welfare services.

**PREFERRED KNOWLEDGE AND SKILLS**

1. Experience working within Native American communities.
2. Experience with grant reporting, program coordination, or nonprofit administration.
3. Ability to communicate effectively with Elders, Youth, and families.
4. Experience coordinating community events or outreach programs.
5. Professional, courteous demeanor with strong interpersonal skills.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 US Code § 472 and 473). Applicants claiming Indian Preference must submit verification of Tribal affiliation. Redwood Valley Rancheria is a Drug-Free Workplace.