

REDWOOD VALLEY LITTLE RIVER BAND OF POMO INDIANS

3250 ROAD I, REDWOOD VALLEY CA 95470 (707)485-0361

FAX (707)485-5726

Job Description

Title: COMMUNITY ENGAGEMENT COORDINATOR

Reports to: Project Coordinator

Supervises: none

Status: full time

Wages: \$20.00 per hour

SUMMARY:

The Community Engagement Coordinator is responsible for broadening Tribal engagement in health topics such as tobacco control efforts. This position coordinates, develops, and executes outreach components of the project with a special emphasis on youth; assists Tribal Youth to develop and present information on health and tobacco issues to schools and organizations. Work with the community to increase the number of smoke free homes through education. Assists in writing reports, proposals, and progress reports.

ESSENTIAL RESPONSIBILITIES & DUTIES

1. Schedules meetings, including arranging logistics, agenda development, recording meeting minutes and effectively communicates with staff, Tribal Council and outside agencies.
2. Seeks regular consultation of CTCP Statewide Partners to increase training and coordination.
3. Assists with the formation and facilitation of the Youth Coalition.
4. Designs and develops trainings for youth coalition members.
5. Conducts strategic planning sessions with Youth Coalition members to identify short, intermediate, and long-term goals, organizational considerations, constituents, allies,opponents, targets, and tactics.
6. Coordinates, designs, and delivers training events and other project-related technical assistance.
7. Contributes to maintenance of project activities and ensures delivery of day-to-day deliverables.
8. Contributes to the writing of the project's progress reports, summary reports, re-application proposals, technical reviews and/or new proposals that are relevant to the project.
9. Participates in team meetings, all staff meetings, and other applicable meetings, as requested.
10. Facilitates project meetings, as needed.
11. Assists with the development of content for project newsletter, social media and marketing material.

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12. Assists with the adaptation of tobacco interventions and strategies to the cultural and environmental needs of the project's stakeholders.
13. Participates in Proposition 99/Proposition 56 funded Tobacco Education/Control Coalition meetings as needed.
14. Travel to necessary local meetings, conferences and other trainings needed.
15. Design and implement virtual, in-person and other outreach for prevention and awareness to engage community health awareness and complete program goals, objectives and activities.
16. Participate in Tribal events.
17. Be a positive role model at all times.
18. Must maintain strict confidentiality during and after employment.
19. Other duties may be assigned.

SKILLS, KNOWLEDGE & ABILITIES

- Strong organizational, interpersonal, group facilitation, and presentation skills.
- Experience in tobacco/other advocacy, education and community strategies.
- Able to demonstrate effective and diplomatic client service and communication skills, which includes contact with staff, tribal youth and parents/guardians, and other agencies.
- Proficiency in Microsoft programs.
- The ability to work independently and as part of a team.
- Ability to communicate effectively in English, both written and orally.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must be sensitive to the needs of the Indian community, their culture and traditions.
- Ability to travel, work flexible hours and some weekends.

MINIMUM QUALIFICATIONS

- Associates Degree in related field or currently enrolled in classes.
- Two (2) years relevant work experience and training that provides the skills necessary to meet the job duties.
- Excellent verbal and written communication skills, including group facilitation and presentation.
- Physical ability to walk medium distances, lift 50 pounds, actively participate in outdoor activities with youth.
- Valid California Driver's License and insurable under Tribal Vehicle Insurance Policy.

Indian Preference applies.