

JOB ANNOUNCEMENT
NATIVE CONNECTIONS (NC) PROJECT COORDINATOR – NWIC/LIBC

OPENING DATE: June 15, 2017
REVIEW DATE: June 29, 2017
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Lummi Campus
SALARY: \$50,000 Max. DOE

Funding for positions within this project are funded through a SAMHSA (Substance Abuse and Mental Health Services Administration) grant funded through September 2021 and cannot be guaranteed beyond these grant awards.

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Native Connections Northwest Indian College/Lummi Indian Business Council Project Coordinator is responsible for coordinating the Native Connections Project, which is a community-driven suicide and substance use prevention program for tribal youth between the ages of 10 and 24 years. The NC Project Coordinator is responsible for providing coordination for the Native Connections team, as assigned by the NC Project Director(s) and Program Manager, including communication and coordination with partners, including: Lummi Nation School, Lummi Youth Academy, Lummi Nation Behavioral Health Division and NWIC main campus and extended sites.

The NC Project Coordinator seeks to enhance community outreach to youth who are at risk for suicide and substance use, using existing resources to identify and provide services for these youth, and build youth, community and family strengths by coordinating trainings and awareness activities based on Coast Salish culture and the promotion of resilience in youth. The NC Project Coordinator is responsible for the achievement of this objective.

DUTIES & RESPONSIBILITIES

The NC Project Coordinator is responsible for independently performing the following duties and responsibilities with minimum direction:

1. Coordinate NC Coalition Meetings with the joint purpose of overseeing and informing the NC Project goals and objectives.

2. Implement Year 1 activities as specified by the NC Project grant application including conducting community readiness assessment, community resource mapping, and tribal action planning for suicide and substance abuse prevention.
3. Collaborate with the NC team and NC coalition to develop community driven prevention strategies.
4. Network with existing treatment and prevention resources in the Lummi Nation community and at NWIC to successfully achieve program objectives, as assigned by Program Manager.
5. Collaborate with the NC Program Director, Program Manager and Evaluator in continuing to develop and implement a tribal suicide surveillance system for NWIC and the Lummi Nation, including the Tribal Watch application.
6. Interface with NWIC Center for Health Core staff and Lummi Nation relating to project activities as assigned by Program Manager.
7. Coordinate the work of the NC Project in alignment with grant-stated goals and objectives.
8. Assist with recruitment and support for students and youth in the NC Project local evaluations.
9. Develop and implement project activities with the youth involved in the NC Project as assigned by Program Manager.
10. Assist NC Project Team with internal and external reporting of the NC program and monthly program reports.
11. Coordinate NC Project Team meetings and conference calls and maintain meeting minutes; lead/facilitate NC Coalition meetings.
12. Attend major SAMHSA/NC Project meetings and webinars as assigned and provide and disseminate minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Bachelor's degree in social services, health, social science or education-related field; demonstrated high level professional and community experience may substitute for the Bachelor's Degree on a year-for-year basis, AND:
- Two years of professional level experience in at least one of the following fields: social services, education in a tribal college or similar institution working with tribal students; health/behavioral health care; or health/behavioral health education; experience working with youth at risk.
- Demonstrated leadership experience, including program development and management.
- Demonstrated experience with community engagement, outreach and mobilization, including the ability to develop and maintain community trust. Demonstrated skill in communication with tribal youth in a respectful and culturally appropriate manner.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Computer skills to include proficiency in word processing spreadsheets and database programs.
- Successful experience in positions that require strong interpersonal as well as written and verbal communication skills.
- Demonstrated willingness to learn new work skills, concepts, and approaches.

Preferred Qualifications

- Master's Degree in a health or social services field.
- Demonstrated knowledge of or ability to effectively work within the Coast Salish community.
- Demonstrated ability to work effectively with tribal elders and access cultural and community resources.
- Three years of experience working with American Indian/Alaska Native communities.
- Three years of experience working with tribal programs and tribal organizations.

Other Qualifications

- Must possess a current Washington State driver's license and consent to a driving abstract that meets employer requirements for insurability.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu