

**JOB ANNOUNCEMENT**  
**NATIVE CONNECTIONS PROJECT COORDINATOR – NWWIHB**

**OPENING DATE:** January 5, 2017  
**REVIEW DATE:** January 20, 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.

*Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.*

**SCOPE OF WORK**

The Project Coordinator will work on the Native Connections (NC) Service Project under the supervision of the NWIC Center for Health Program Manager. The NC Project Coordinator will be responsible for implementing research findings and components of the Native Transformations Project in three or more Tribal communities in Whatcom and Skagit Counties in cooperation with the Northwest Washington Indian Health Board (NWWIHB).

**DUTIES AND RESPONSIBILITIES**

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

1. Coordinate NC Community Action Board 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. Coordinate the community-driven adaptation of the Native Transformation Project for prevention of youth suicide/substance abuse.
4. Network with existing treatment and prevention resources in the three Tribal communities and at NWIC to successfully achieve program objectives, as assigned by the Program Director.
5. Collaborate with the NWWIHB NC Program Director and Evaluator and the NWIC NC

Program Manager in developing and implementing a tribal suicide surveillance system for their tribal communities.

6. Interface with NWIC Center for Health Core staff relating to project activities as assigned by project team.
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 the Project Director.
10. Assist the NC Project Team with internal and external reporting of the NC program and completion of monthly program reports.
11. Coordinate NC Project Team meetings and conference calls and maintain meeting minutes; lead/facilitate NC Community Action Board meetings.
12. Attend major SAMHSA/NC Project meetings and webinars as assigned and provide and disseminate minutes.
13. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct 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. NWIC Application Form
2. NWIC Equal Employment Opportunity Form
3. Cover letter
4. Current and complete professional resume
5. Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
6. Copies of transcripts required at application (originals required if hired)

The job announcement and application materials are available online at [www.nwic.edu/jobs](http://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](mailto:employment@nwic.edu)