

## JOB ANNOUNCEMENT

### Community Outreach Program Coordinator - F/T

**OPENING DATE:** February 7, 2018  
**REVIEW DATE:** February 21, 2018  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$40,000 Max DOE

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

This position supports the administrative programs and activities of the Cooperative Extension Office. It requires experience supporting grant programs, coordinating multiple functions and working with a wide range of stakeholders.

#### DUTIES & RESPONSIBILITIES

##### Grant management

- Supporting grant writing and funding efforts in collaboration with the department PI's.
- Monitoring grants, i.e., ensuring deadlines and reports are submitted on time.
- Assisting the PIs with report writing when requested.
- Tracking information needed for grant reports (data and financial, both qualitative and quantitative).
- Organizing and maintaining department data for grant and other reports.
- Researching new grant opportunities.

##### Data Collection

- Collecting and maintaining the MAC dash board for cultural arts data collection.
- Collecting, tracking and maintaining data and information for traditional foods, plants, and financial literacy program evaluations.

- Coordinating with the Continuing Education Unit staff on the collection and tracking of the Continuing education credits report for the Enrollment Office.
- Working with the other areas in data collection and management for the department as requested.

#### Administrative

- Maintaining and tracking grant budgets in coordination with the P.I.'s and the Dean.
- Participating in department events as requested, such as workshops, conferences etc.
- Participating in department and college meetings and committees as assigned, i.e., core themes, strategic planning, etc.
- Participating in training as required.
- Updating the department information for the Cooperative Extension web site and social media.
- Traveling to various sites, when necessary.

Other duties as assigned.

#### **Supervisory Responsibilities:**

This position has not been assigned supervisory responsibilities.

#### **QUALIFICATIONS REQUIRED to perform this position successfully:**

##### **Minimum Qualifications**

- Associate's degree in a relevant field of study
- One year of previous work experience performing program support and grant monitoring activities
- Previous experience working in native communities and with students
- Ability to handle information in a confidential manner
- Ability to work in a professional manner with others
- Excellent verbal and written communication skills
- Proficiency in basic accounting

##### **Preferred Qualifications**

- Bachelor's degree in relevant field of study
- Previous experience performing work related to grants
- Proficiency working with computers - word processing, spread sheet, data base systems
- Experience in social media and web site communications
- Knowledge of indigenous theory , methods, and research
- Previous experience working in a Tribal College
- Previous experience working in a team and group environment

##### **Other Qualifications:**

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability as well as the ability to travel throughout the services area and out of state.

### **Language Skills**

- Ability to read and interpret documents. Ability to write routine reports and correspondence.  
Ability to speak effectively.

### **Mathematical Skills:**

- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Computer Skills:**

- To perform this job successfully, an individual should have knowledge of and proficiency to use spreadsheet software and word processing software.

Email: [employment@nwic.edu](mailto:employment@nwic.edu)

### **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](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)