



## **JOB ANNOUNCEMENT**

### **Community Education and Engagement Coordinator - F/T**

**OPENING DATE:** April 10, 2018  
**REVIEW DATE:** **April 25, 2018**  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP  
**LOCATION:** NWIC Lummi Main Campus  
**SALARY:** \$44,000 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 is primarily responsible for the collection and documentation of NWIC Community Education Units (CEU). It requires an attention to a high degree of detail and proficiency in compliance with a Bureau of Indian Education review or audit. This position will also provide workshops (Weavers Teaching Weavers) and community trainings as part of Cooperative Extension staff. Effective and courteous customer service and the ability to meet deadlines is essential.

#### **DUTIES & RESPONSIBILITIES**

##### **Coordination**

1. Plan for and deliver workshops, including the registration process related to CEU collection.
2. Coordinate and direct all the administrative details necessary for workshop-conference delivery such as the Weavers Teaching Weavers (WTW).
3. Support the department staff to advertise and promote workshops, i.e., creating flyers, brochures, etc.
4. Collaborate with department staff in producing and distributing event materials using tribal newspapers, mailing lists, tribal and college websites, and other methods as appropriate.
5. Manage project budgets as assigned, such as WTW.
6. Assist in recruiting participants for department workshops and trainings.
7. Collect CEUs at external functions/events and submit them in a timely manner.

### **CEU Recordkeeping and Documentation**

1. Provide training to instructors, community members, and others on the CEU procedures and documentation required.
2. Maintain official copies of all records/documentation required for CEU collection as part of the Indian Student Count (ISC) including:
  - a. Workshops and/or training agendas
  - b. Copies of implementation forms (includes name of instruction; Number of CEU credits being offered with the date/time schedule)
  - c. Assessment of evaluation plan for courses offered as CEU credit
  - d. Copies of workshops and/or training evaluation (questionnaires, surveys, etc.)
  - e. Sign in sheets or copies of enrollment forms
  - f. Tribal verification (NWIC enrollment forms require tribal verification)
3. Prepare and conduct surveys, questionnaires, evaluations for workshops, trainings, and professional development that is sponsored by the department.
4. Enter CEUs into the database in collaboration with Registrar.

Other duties as assigned.

### **Supervisory Responsibilities:**

As the department grows this position may coordinate the activities of various student workers and interns, as well as clerical workers within the department.

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

#### **Minimum Qualifications**

- Associate's degree
- Three years of demonstrated training and previous work experience related to the duties and responsibilities
- 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
- Five years of demonstrated training and experience related to duties and responsibilities
- 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.

**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)