

**APPLY IN PERSON AT:**  
Human Resources Department  
909 Packerland Dr  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
[www.oneida-nsn.org](http://www.oneida-nsn.org)

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Community Programs Coordinator  
**POSITION NUMBER:** 02998  
**DEPARTMENT:** Community Education Center  
**LOCATION:** 2632 S Packerland Dr, Green Bay, WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Community Education Center Manager  
**SALARY:** NE07 \$16.95/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** December 3, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** December 10, 2018  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

The community program coordinator for either the Arts or Education Center must be a committed individual who can work independently and in a team environment to initiate and coordinate all aspects of program events and activities. **This position is contingent upon funding allocations.**

**DUTIES AND RESPONSIBILITIES:**

1. Manage or assist with the registration process for the community classes.
2. Set up and work community events.
3. Develop and coordinate events/activities that support lifelong learning, creativity, and community engagement appropriate for tribal members of all ages.
4. Communicate with supervisor and co-workers to determine the needs and wants of the community.
5. Ability to work with all people, including young adults, children, and elders in an effective and positive manner.
6. Must be able to multi-task, sometimes with conflicting priorities.
7. Must be a problem solver and gather and analyze information.
8. Must demonstrate skills in coordinating; i.e. budget planning, development and implementation of policies and procedures, and marketing.
9. Monitor event activities to ensure the attendees are satisfied.
10. Coordinate every detail of events/activities from beginning to end.
11. Plan the scope of the event/activities, including the time, location, program and cost.
12. Review event/activities bills and forward to supervisor or program coordinator.
13. Perform administrative tasks including requisitions, invoices, supply advances, cash boxes, typing, filing and answering telephones.
14. Maintain, provide, and demonstrate cultural sensitivity and awareness.
15. Work as a team member, promoting and assisting others in the Arts and CEC.
16. Organize and maintain equipment and supplies for easy access and safe use.
17. Contribute to a team effort and accomplish related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **JOB DESCRIPTION**

### **Community Programs Coordinator**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to work nights, weekends and holidays as needed/required.
3. Frequently walk, stand, stoop, kneel, crouch, and crawl.
4. Occasionally carry/lift up to twenty-five (25) pounds.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of and comfort with social media.
2. Knowledge and experience working with a personal computer and knowledge of Microsoft Office, Office 365, and WordPress.
3. Prior experience working with community programs and projects, either assisting or planning.
4. Skill in interpersonal relations.
5. Skills with social media promotions
6. Ability and willingness to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety days of employment.
7. Ability to think and act across and beyond conventional boundaries.
8. Ability to work evenings and weekends.
9. Ability to be detail-oriented.
10. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience.
11. Ability and willingness to obtain additional education and training.
12. Ability to manage numerous tasks and project while maintaining positive attitude and cool demeanor.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Bachelor's Degree in Arts, Education, Native American Studies, Communication, Public Administration or closely related field.
2. Knowledge and experience writing grants and contracts.
3. CRM Database or experience in specialized software such as adobe products.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Two (2) years of post-secondary school studying Arts, Education, Native American Studies, Communication, Public Administration or closely related field is required and/or combination of education and experience.
2. Previous experience with community programming.