



COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT
Community Coordinator

POSITION DESCRIPTION

Title: **Community Coordinator**
Schedule: **Monday through Friday**
Location: **Vancouver**
Classification: **Full time**
Opening Date: **December 4, 2017**
Salary Range: **DOQ**
Closing Date: **Open until filled**

Position Summary: This position will provide support to the Pathways to Healing Program. This person will also provide community resources when needed.

Essential Functions:

- Participate, plan and provide educational activities for community
- Provide presentations to the Community, agencies, and Tribal programs regarding services and education on domestic violence, sexual assault, dating violence, trafficking, and stalking
- Create HHS training plans for programs and staff of the department
- Presentations to the Cowlitz Youth Program on domestic violence, sexual assault, dating violence, trafficking, and stalking
- Responsible for advocate line shift
- Produce publications for survivors of violence and the community
- Provide trainings as requested on culturally appropriate services, domestic violence, sexual assault, dating violence, trafficking, and stalking
- Conduct surveys of effectiveness of outreach, and needs assessments as needed
- Write newsletter articles regarding domestic violence, sexual assault, dating violence, trafficking, and stalking
- Update and create social media as needed to included, but not limited to, Facebook, YouTube and Constant Contact
- Work to identify stakeholders and allies around prevention efforts
- Develop non-violent messaging for social media outlets and tribal community
- Create Public Service Announcements
- Assist in development of PTH communication strategy
- Provide community focused and developed prevention activities
- Facilitate groups
- Create and maintain desk manual for position for succession planning
- Maintain database, produce monthly reports and other reports as needed
- Staff event tables

- Assist staff in planning and hosting activities
- Create printed material for program use and distribution in the community
- Daily monitoring of Facebook page: updating posts, viewing public comments, deleting comments/posts as needed
- Maintain confidentiality
- Attend community task force and/or committee meetings as approved by the Program Manager
- Other duties as assigned by Program Manager

Qualifications:

- 4 years community education work
- Experience in facilitation of groups and/or prevention projects
- High school diploma required, higher education preferred
- Knowledge of Tribal and community resources for victim/survivors
- Knowledgeable on domestic violence, sexual assault, dating violence, trafficking, and stalking
- Willing to obtain required training initial and ongoing
- Must be comfortable speaking to large crowds
- No criminal convictions involving domestic violence, dating violence, sexual assault or stalking
- Adhere to all HHS policies and Cowlitz Indian Tribal Codes
- Valid driver's license
- Must submit to and pass criminal background check and drug screen

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632

