



**\*\*NOTICE OF JOB OPENING\*\***

<b>Job Title:</b> Education Specialist	<b>Department:</b> Education
<b>Classification:</b> Non-Exempt	<b>Work Hours:</b> Monday-Friday, 8:00 a.m. to 5:00 p.m.
<b>Salary:</b> \$77,000 - \$96,000	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Education Director	<b>Type:</b> Full-time
<b>CLOSING DATE: Open until Filled</b>	

**Mission Statement:** *The Federated Indians of Graton Rancheria (FIGR) exists to exercise its inherent sovereign powers, customs and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of its Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.*

**Position Purpose:**

Under the direct supervision of the Education Director, the Education Specialist will provide support, assistance, and guidance related to the Tribe's education programs. The Education Specialist will assist and advise Native Americans and Tribal Citizens to successfully navigate vocational and post-secondary educational opportunities as well as scholarships and financial aid. FIGR educational programs currently range from college/career readiness, internships, college scholarship programs, tutoring, early childhood education and includes Citizen educational programs that cover culture, history, housing, and financial literacy. The Education Specialist will encourage and support an enriched standard of living for Native Americans and FIGR Citizens through life-long learning and educational achievement.

Please see Position Description on our [website](#) for full job details.

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

**Background and Pre-employment testing:**

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening. In addition, applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against COVID-19 and its variants; all employees must provide proof of vaccination prior to employment.

Must possess valid driver's license and be insurable through the Tribe's policy.

**To Apply:** Please visit our Career Portal at: [www.GratonRancheria.com/Employment](http://www.GratonRancheria.com/Employment). Click on "Career Opportunities" then click on the job title in the menu on the left. Click "Apply for Job." Or, you can apply by Email or Mail. To do so, submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Application materials (cover letter, resume and Tribal Employment Application) can be submitted to: [Jobs@gratonrancheria.com](mailto:Jobs@gratonrancheria.com) or to the mailing address below:

Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300  
Rohnert Park, CA 94928



**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

The Federated Indians of Graton Rancheria is a Federally Recognized Indian Tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.