



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

<b>Job Title:</b> Education Coordinator	<b>Department:</b> Education
<b>Classification:</b> Non-exempt	<b>Work Hours:</b> Monday-Friday, 8:00am to 5:00pm
<b>Pay Range:</b> \$25.48 - \$39.32 per hour	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Education Director	<b>Type:</b> Full-time
<b>APPLICATION CLOSING DATE: Thursday June 2, 2022 @ 5:00 p.m.</b>	

**Mission Statement:** *The Federated Indians of Graton Rancheria Tribe ("FIGR" or "Tribe") 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 the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.*

**Position Purpose:** The Education Coordinator will support and assist the Education Department with the initial intake and assessment of student applicants to determine program and benefit eligibility, assess verifications, and on-going eligibility as it pertains to services provided for Higher Education, General Welfare Benefit (GWB) and all other education programs.

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.

**Qualifications:**

**Experience:** Four years administrative experience in an educational, or a social service setting.

**Education:** High School Diploma or equivalent (GED) required.

**Preference:** Prefer an associates or bachelor's degree in Education, Child Development, Social Sciences, Human/Social Services, Native American Studies, or related field.

**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 and provide proof of Covid-19 vaccination, including Covid-19 Booster.

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

**To Apply:** Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications 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



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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.