



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

EDUCATION COORDINATOR

Position Description

Department:	Education Coordinator
Pay Range:	\$25.48 - \$39.32 per hour
Hours/week:	40
Classification:	Non-exempt

Reports to:	Education Director
Effective Date:	May 10, 2022
Revised Date:	May 18, 2022
Type:	Full-time

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 coordination 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.

JOB DUTIES AND RESPONSIBILITIES

The following job duties and responsibilities are considered essential for this position.

- Serves as first contact to program services, provides counsel on program requirements, and required verifications, provides necessary resources, referrals, assists with pre-application assessment screening and application completion, collecting necessary data and information for fiscal auditing.
- Contacts and follows up with students to obtain required documents to ensure timely processing of applications in accordance with policies and procedures.
- Reviews required documents, and information needed to determine students initial and ongoing program eligibility for the Education Department's Higher Education and General Welfare Benefit (GWB) education programs.
- Schedules intake and appointments for the education program services, including GWB education programs.
- Prepares emails and correspondence, takes and screens calls to ensure they are routed to the appropriate person, sorts and distributes mail, and photocopies and enters data from student applications.
- Communicates with students regarding application status and responds to requests in a courteous and efficient manner.
- Prepares clear, concise, and accurate reports, plans, agreements, correspondence, and other documents.
- Creates individual electronic and hard copy file folders for participants and ensures accuracy and detailed notes are accessible in electronic files.
- Coordinates with Education Director and other education staff to ensure program practices, policies and services are delivered timely to tribal citizens.
- Coordinates and troubleshoots with other departments in support of providing student services.
- Performs other duties and responsibilities, as assigned.

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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.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

Knowledge of: Modern office procedures and practices; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, multi-line telephones, copiers, and postage machines; Microsoft Office Suite; filing, and indexing; financial record keeping; responsibilities of a Mandated Reporter such as submittal and communication regarding CPS reports; programs and community resources that provide services to Tribal Citizens.

Ability to: Demonstrate problem solving and decision-making skills; understand and apply applicable Federal and Tribal laws, regulations, policies, procedures, and program standards; understand and follow verbal and written instructions; be detail oriented; demonstrate excellent verbal and written communication skills; handle multiple tasks under strict timelines and shifting priorities; coordinate various and complex projects; operate standard and modern office equipment; work efficiently and effectively under deadlines; exercise sound judgment and discretion.

WORKING CONDITIONS

Environment: The work environment characteristics described herein are representative of those an employee may encounter while performing the job duties and responsibilities of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the job duties and responsibilities of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include reading, distance, and computer usage. Talking and hearing are essential to communicate with FIGR Citizens, Tribal Council, officials, employees, and vendors.

TRIBAL AND INDIAN PREFERENCE

FIGR 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, FIGR shall give preference in hiring in the following order of priority: (1) FIGR Tribal Citizen, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of age, creed, gender, race, sexual orientation, gender expression, gender identity, national origin, color, religion, genetic information, marital status, pregnancy, disability, disabled veteran, or military service.

OTHER

All employees of FIGR are expected to conform to the following:

- Interact in an honest, trustworthy, and respectful manner with FIGR Tribal Citizens, Tribal Council, officials, employees, visitors, and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and have an understanding of the Tribe's culture, traditions, and values.

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- Demonstrate cultural competency, awareness, and sensitivity.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position will be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug and Alcohol Testing: All applicants must successfully pass a pre-employment drug and alcohol test prior to beginning employment, and may be subject to reasonable-suspicion drug and alcohol testing.

COVID-19: All 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, including COVID-19 booster(s).

Disclaimer: The information on this position description indicates the general nature and level of work performance for an employee in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Education Coordinator** position description and have been provided a copy of the position description. I certify that I can perform the job duties and responsibilities of this position as outlined in this position description, with or without reasonable accommodation(s).

Describe any accommodation(s) required to perform these job duties and responsibilities:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date