



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

Job Title: Home Improvement Coordinator	Department: Housing
Classification: Non-exempt	Hours/week: 40
Pay Range: \$42.70 - \$59.78	Location: Rohnert Park, CA
Reports to: Home Improvement Supervisor	Type: Full-time
Application Closing Date: Monday, April 7, 2025 @ 5:00 p.m. PST.	

Mission Statement: The Federated Indians of Graton Rancheria 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 the Tribal Citizens; and to foster the value of education.

Position Purpose: The Home Improvement Coordinator will be responsible for assisting and supporting the Housing department with the daily activities that support the planning and execution of all home improvement projects assigned through the Elder Aging in Place Home Improvement program. The Home Improvement Coordinator will ensure all projects/activities are executed in a timely manner, and will work with program participants, Aging in Place Specialists, Elder Advocates, and contractors.

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

Qualifications

Experience:

- Four (4) years in residential construction and/or renovation field OR a combination of 2 years work experience and degree in related field.
- Two (2) years of project management experience, such as project foreman, project coordinator or equivalent.
- Strong computer skills, specifically Excel.

Education:

- High School diploma or equivalent (GED).

License/Certification:

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

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.

Benefits:

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

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: [the Federated Indians of Graton Rancheria Career Portal](#), 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, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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.