



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2017:121

Position Title: Education Resource Coordinator

Advertising: Tribal-Wide

Department: Education

Division: Community Services

Immediate Supervisor: Tribal Attendance Officer

Department Director: Education Director

Employment Status: Non-exempt

Position Type: Regular Full-Time

Mandatory Reporter: Yes

Background Check Required: Yes (child-sensitive)

Opening Date: Thursday, November 30, 2017

Closing Date: Thursday, December 14, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Education Resource Coordinator serves as a liaison between the PCI Education Department, the Tribal community, and local schools to strengthen and enhance the relationship between all parties. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Education Resource Coordinator is expected to perform all duties and responsibilities necessary to meet the goal and objectives of applicable programs.

The Education Resource Coordinator is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go above and beyond the call of duty.

Primary Responsibilities of the Education Resource Coordinator

- Supervises the appropriate staff to include, but not limited to, general supervision, performance evaluations, leave approvals, and timesheets, and attendance records.
- Provides academic support to Tribal students who are struggling academically.
- Develops and implements a highly successful Tribal Summer Leadership Program.
- Ensures the Education Resource Specialists are meeting the goals of the Education Department and the needs of the students.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Refers students for appropriate services within the Tribe or to other agencies as required.
- Acts as an encourager to students as they continue to work toward their educational goals

Education/License/Certification/ and Experience Requirements

- Bachelor's degree in Business Administration or related field required.
- Four (4) years' employment experience working with youth required.
- Two (2) years of supervisory experience required.

Skills Required

- Absolute confidentiality.
- Must possess character that earns the confidence of participants, parents, and community, and minimizes public criticism or complaints.
- Must be friendly and courteous at all times, and must possess exemplary customer service skills.
- Must possess a high level of maturity.
- Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully complete and pass the required pre-employment computer skills exam.
- Must be well organized and possess attention to details.
- Must be able to work well independently and relate effectively with the public and coworkers.
- Exceptional interpersonal and communication skills, both verbally and in writing

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in required training, leadership development and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**