POSITION ANNOUNCEMENT # 312390

POSITION TITLE: Outreach Coordinator

SUPERVISOR: Program Manager, Family Violence and Victim’s Services

JOB LOCATION: Family Violence and Victim’s Services Building

SALARY: Grade 8

TYPE OF EMPLOYMENT: Regular Full-Time

OPENING DATE: JUNE 01, 2021

CLOSING DATE: JUNE 15, 2021 OR UNTIL FILLED

SCOPE OF SERVICES

The individual in this position will work in support of the Division of Victim Services under the Department of Family and Community Services by coordinating the various community outreach activities. This individual will work closely with the community to identify best strategies and practices. The Outreach Coordinator must possess a passion for making a difference in the community and can help fulfill our organization’s mission by reaching out to the community and make meaningful connections.

DUTIES AND RESPONSIBILITIES:

1. Works as a team member with the Family Violence and Victims Services Program staff, Programs under the Department of Family and Community Services, and other community agencies/stake holders.
2. Utilizes computer skills to create documents, organize outreach events information, files, flyers and more.
3. Organizing meetings, events, and seeking out opportunities to make our organization's presence known.
4. Handle programs public relations by helping manage programs outgoing information to the public and the community whether that be physical disbursement of flyers, brochures or electroneical e-mails, social media, etc.

5. Maintains and keeps confidential all files, records, reports, correspondence, verbal communications, and related information that pertains to clients, employees, and program activities.

6. Performing administrative duties, such as overseeing mailings, organizing events, monitoring budget information, and reporting on financial issues.

7. Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.

8. Performs other duties as assigned by supervisor.

WORK ENVIRONMENT:

The primary work setting for this position is in the Pearl River Community with duties in other locations, both on and off the Reservation, as may become necessary.

PHYSICAL DEMAND:

May be required to perform some lifting and bending. Must be able to perform computer duties, operate control panels, and other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent is required with an Associate or Bachelor’s degree in a human resources or related field is preferred.
2. Detail-orientated with the ability to manage multiple projects at a time.
3. Must have strong organizational and management skills.
4. Must have basic computer skills in the use WordPerfect, Microsoft Word, etc.
5. Must have good oral, written communication skills and presentation skills.
6. Must have dependable transportation, state driver’s license, liability insurance as specified by state law, and clearance to operate Tribal vehicles if driving is required.
7. Must be submitted to background checks required by the Tribe.
NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO: Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350