Mississippi Band of Choctaw Indians
Tribal Member Services
P. O. Box 6010
Choctaw, MS 39350

JOB ANNOUNCEMENT #166049

Title: Facility Building Coordinator

Salary: GRADE 16

Opening Date: OCTOBER 27, 2026 OCT 27 2026

Closing Date: NOVEMBER 10, 2026 OR UNTIL FILLED

Supervisor: JEREMIAH HARRISON

Work Site: Tucker Facility Building

Scope of Service and Effect:

The Facility Building Coordinator is responsible for maintaining, the Facility Building and the surrounding grounds.

Responsibilities:

1. Keeping day to day records of building, operations.
2. Maintaining order and seeing to the orderly conduct of people using the building.
3. Maintaining an inventory of all supplies and materials.
4. Ensuring that the building, lawns and parking lot are clean and neat.
5. Scheduling social and community events at the facility building.
6. Supervising aides assigned to this office.

Duties:

1. Passing out announcements, schedules, program applications, etc. community.
2. Recruiting local residents for community events
3. Submitting worj orders for repairs to the tribal administration and picking up supplies from the Tribal Property and Supply Office.
4. Cutting grass and cleaning offices and hallways.
5. Compiling time and attendance reports and all other personnel records all employees supervised.
6. Inspecting firewood deliveries, grass cutting and other assigned projects.
7. Other duties as assigned by the Department Director of Tribal Member Services.

Qualifications:

1. A thorough knowledge of the community and the ability to relate well with all Community residents.
2. Supervisory experience preferred.
3. Valid Driver's License and Liability insurance.
4. High School Diploma or GED.
5. Knowledge of maintenance and repair work such as painting, repair an finish walls, minor plumbing repair, minor repair of furniture and equipment.
6. Be able to function independently and demonstrate self -initiative.
7. Good written and verbal communication skills.
8. Be able to i nteract with positively with other staff , the community and Public.
9. Be able to use hand tools normally used in conjunction preferred.
10. Fluency in Choctaw and English preferred.
11. Knowledge and understanding of Choctaw culture preferred.

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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 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 Branch
Choctaw, MS 39350