



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Promise Zone Coordinator

Open Date:

August 7, 2018

Objective: The Promise Zone is a federal initiative designed to address the challenges of areas of deep and persistent poverty. The Promise Zone will be organizing six sub committees (education, public safety, community infrastructure, health and wellness, economic opportunity and economic infrastructure, and job creation) to coordinate existing and future efforts to advance critical goals. The subcommittees will be comprised of government agencies, local colleges, non-profit organizations, and neighborhood associations that are engaged in these issues. The work is coordinated across subcommittees by an executive committee that is comprised of the Co-Chairs of each of the working groups.

Major Duties & Responsibilities

- Oversee the development of work plans for six promise zone issue areas and the identification of roles for each of the partners.
- Recruit key stakeholders to participate in subcommittees and contribute in other ways to ensure strong engagement and representation from the stakeholders across the “Pride of the Great Plains” Promise Zone areas.
- Supervise five VISTAs, including one vista leader, to manage the day-to-day work of the subcommittees, including the facilitation of communication between meetings; preparing agendas; tracking follow-up items from each meeting; developing action plans and identifying roles for partners; leading research efforts and the development of materials to advance work of the group. Be involved in all aspects of the budget and review regarding program and department budget activities.
- Develop communication materials for the press and general public.
- Oversee the development of a community engagement plan; Attend community meetings to update residents on the activities of the Promise Zone; Work with the VISTA Leader to oversee the development and the execution of community events such as clean-up days, job fairs, community health days, etc.
- Work with the Tribal Office Grants and Grant Compliance and federal liaisons to track new Notices of Funding Availability (NOFA); work with the Executive Committee to identify the best positioned organization to apply for grant opportunities through the federal and state governments as well as with philanthropic organizations; lead efforts to apply for funding for Promise Zone projects on behalf of the Tribe; support efforts to apply for Promise Zones projects.
- Work with the Office of Economic Development and Tribal Nation Resource Group to refine metric of success, establish baseline data, and create a dashboard of key indicators, track progress, and report to partners on all efforts.
- Provide strategic support to Tribal initiatives in the Promise Zone, including Pathways to Prosperity, Tribal Planning and Economic Development, Families First, job training programs, and others.

Qualifications, Experience and education required:

- Must possess a minimum of a bachelor’s degree, and 5 to 7 years of work experience in government or non-profits.
- Must have experience in outreach, fundraising, systems thinking, strategic implementation, public speaking and writing for diverse audiences, and building new and innovative projects from their infancy. Must be able to communicate fluently in both written and oral form on professional level.
- Must be able to work independently, as well as a team member. A track record of successful collaboration with local, state and federal agencies/programs/organizations is essential. Excellent skills in Word, PowerPoint, Excel, and other Office software.
- Must be able to work evening hours and weekend hours, as required. Experience and relationships working within the Pride of the Great Plains Promise Zone area is preferred.
- Must have the ability to work well with others.
- Must be alcohol and drug free.
- Must have a valid North Dakota Driver’s License
- Must have proof of insurance. (if applicable)
- Must pass a background check.
- Must be able to pass a drug test.

Job Role:	Coordinator	Company Industry:	Spirit Lake Tribe
Employment Status:	Full – Time	Closing Date:	August 21, 2018
Monthly Salary Range:	Dependent on Qualifications	Supervision	Tribal Administrator and the Tribal Council
Number of Vacancies:	one	Manages Others:	N/A

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0402 or 701-381-0635	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.