



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

Job Title:	Event Coordinator	Open Date:	August 8, 2017
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Position Objective:

Major Duties & Responsibilities

- Responsible for coordinating all Tribal Health Community events including contacting other Tribal entities to ensure all calendar schedules do not overlap or duplicate, but coincide with each other.
- Works directly under the Supervision of the Tribal Health Director coordinating with all Tribal Health departments to ensure Community Health events are successful and carried out in a timely manner.
- Responsible for tracking Tribal Health event inventory and ensuring event supplies are ordered in a timely fashion, including obtaining quotes, creating and processing purchase orders for event activities and follow up related to these supplies.
- Responsible for ensuring all Community Health events are advertised well in advance and appropriate parties are aware of the dates and times of events, to include the Tribal Council, District Rec Coordinators, as well as, local radio, Tribal bulletin boards, businesses and local newspapers.
- Assists with posting event photos in a positive manner on Tribal Health social media and within the Tribal Health Department.
- Other duties as assigned.

Qualifications, Experience and education required:

- Ability to relate to people in the community.
- Ability to function independently and effectively work with co-workers.
- Maintain confidentiality in regard to client information and records.
- Must have technical knowledge of computers and office equipment in order to create event flyers, brochures and posters using Microsoft Word, Publisher and Excel.
- Must have strong typing skills.
- Must have strong organizational skills.
- Preference will be given to applicants with experience in event coordination who possess strong typing skills.
- Must be dependable in following directives as well as being punctual.

Job Role:	Event Coordinator	Department	Spirit Lake Tribal Health
		Closing Date:	August 22, 2017
Employment Status:	Full- time	Supervision	Tribal Health Director
Monthly Salary Range:	D.O.Q	Manages Others:	No

Number of Vacancies:	One		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	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.		