



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

Job Title:

Tiwahe Events Coordinator

Open Date:

October 26, 2018

Position Objective: Plan family and youth events in the community

Major Duties & Responsibilities

- Organize and plan youth and family events
- Refer participants to appropriate community services.
- Support Clients in maintaining a drug-free and healthy lifestyle.
- Collaborate and coordinate with other service providers, program, the districts, and community members as appropriate.
- Provide community and school outreach on behalf of the program.
- Other tasks as assigned by the Tiwahe Program Developer
- Manage Tiwahe Facebook page
- Conduct surveys with community and youth

Qualifications, Experience and education required:

- Strong interpersonal skills for working with youth from diverse backgrounds (including, but not limited to, ethnic, religious, physical, and mental abilities, etc.)
- Commitment to work as part of a team.
- Emotional stability.
- Must have a positive attitude when working with clients, coworkers, and volunteers.
- Ability to be flexible in work schedule.
- Must have a valid North Dakota Driver's License, current insurance, and a good driving record.
- Strong communication and organizational skills.
- Demonstrated ability to organize and implement quality programming.
- Demonstrate good organizational abilities, initiative, and willingness to follow supervisory recommendations.
- Recognition of appropriate boundaries and the ability to implement them.
- Commitment to empower families to make informed decisions.
- Ability and willingness to work under pressure.
- Understand the importance of culture and the provision of services

Job Role:

Events Coordinator

**Company
Industry:**

Spirit Lake Tribe

Exempt/Non-exempt		Closing Date:	November 9, 2018
Employment Status:	Full- time	Supervision	Tiwahe Program Developer
Monthly Salary Range:	DOQ	Manages Others:	Case Management Assistant
Number of Vacancies:	1	Classification: Exempt/Non-exempt	Non-Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	karaj@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	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.		