



**Ione Band**  
.....of.....  
**Miwok Indians**

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**POSITION DESCRIPTION – PROGRAM COORDINATOR**

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Reports to: Program Director/Tribal Chairperson

Status: Full time, Exempt

Salary: DOE

Department: Administrative

***Position Summary***

The Program Coordinator shall be responsible for processing all program service applications and maintain case files. This position shall provide direct support to the Program Director and Tribal Chairperson as needed.

***Duties & Responsibilities***

- Serve as initial contact for tribal citizens regarding all programs and services including but not limited to the General Welfare Program, Housing, Elders, Education, Healthcare, etc.
- Process program applications received, ensuring all required documentation and information is submitted, and track citizens' annual and/or lifetime benefits per requirements of the programs.
- Communicate with tribal citizens regarding the status of their applications.
- Develop and maintain service referral database and systems.
- Maintain electronic and hard copies of program applications, procedures, required reports for program compliance.
- Attend meetings and represent the Ione Band of Miwok Tribe in matters related to the specific programs assigned.
- Report to Program Director/Tribal Chairperson regarding the progress and development of the specific programs.
- Perform Other Duties as assigned.

***Minimum Qualifications***

- High School Diploma, and;
- Associates Degree in related field such as social work, education, organization leadership, public administration. Five (5) years related experience may substitute for education.
- Must have a valid and unrestricted Driver's License. Driver's license must not contain any restrictions that would prevent being insured under IBMI's insurance policy or ability to drive IBMI owned vehicles.



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### ***Knowledge and Abilities***

- Experience in working with standard office equipment: desktop computers, laptops, copier, fax, postage machine, phone systems.
- Knowledge of HUD, TANF, BIA, and other grant-funded programs available to the Tribe.
- Must be able to relate to, understand, and have a working knowledge of the Native American Indian community.
- Must possess excellent written and verbal communication skills.
- Experienced with Microsoft applications (Word, Excel, PowerPoint, Publisher).
- Must possess ability to work well under pressure, meet multiple and sometimes competing deadlines.
- Ability to work with the public and tribal members.
- Possess problem solving skills and ability to take initiative.
- Must demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.
- Must be motivated and self-starter.
- Able to lift up to 25lbs, sit for long periods of time, use fingers, hands, arms consistent with job duties. (Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)
- Attend evening and weekend meetings.

### ***Conditions of Employment***

Successful candidate will be required to pass pre-employment background investigation.

### ***Indian Preference***

Preference in filling vacancies may be given to qualified Indians and/or Alaska Natives as provided for the Indian Self-Determination and Education Assistance Act (PL 93-638). Tribal verification for claiming preference must be provided with the application for consideration. Other than the above statement, the Lone Band of Miwok Indians is an equal opportunity employer.