



Human Resources
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Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Mentorship Coordinator

Scaled by:

DEPARTMENT: Education/ Workforce Development

POSITION SUMMARY:

Under the supervision of Workforce Development Manager. The mentorship coordinator is responsible for developing and implementing a mentorship framework for the Swinomish organization through the Workforce Development Program. They will create partnerships within Swinomish and the surrounding community to provide a mentor pool and match mentors and mentees based on their skills, interests, and goals. The mentorship coordinator will prepare training materials for both groups and oversee the recruitment and registration of mentors. Additionally, they promote the program to potential participants and stakeholders through various channels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a mentorship program framework and mentor training curriculum for the Swinomish organization.
- Create partnerships throughout the Swinomish organization and the surrounding community to provide a mentor pool.
- Provide opportunities for tribal members to be paired with mentors in the related career field.
- Find mentors for small business owners to develop sustainable business practices
- Create a management training program for tribal members.
- Find a professional mentor for college students in their field of study
- Coordinate quarterly mentorship events, training, and meet and greets.
- Work with Swinomish management to create an internship curriculum for students and supervisors.
- Facilitate Swinomish high school/ college mentorship program and coordinate quarterly event

MINIMUM QUALIFICATIONS

- Two years of experience providing financial coaching/mentorship services assisting with home ownership, startup/scale-up lending, construction loans, detached accessory dwelling unit loans, and debt remediation
- Certified Personal Financial Consultant Program.
- Bachelor's Degree in finance or equivalent required; Will consider a suitable combination of pertinent education, experience, and/or training.
- Must have the necessary skill sets to empathize with clients about their financial situations while motivating and moving clients toward positive action.
- Must have exceptional communication and writing skills.
- Must have exceptional customer service skills.
- One year of training and curriculum writing experience.

WORK ENVIRONMENT AND TIME COMMITMENT

Work schedule is 40 hours per week. This is a full-time position.

Tribal Administration Building with standard office furnishings and equipment. Work is generally sedentary but may require standing and walking for about 15% of the time. The noise level is generally moderate, and the lighting and temperature are adequate; no hazardous or unpleasant conditions are caused by noise, dust, etc. Lifting and/or carrying up to ten pounds is frequently required, with occasional lifting and carrying up to 25 pounds. Travel out of town and out of state, including overnight travel, is occasionally required.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The Workforce Development Coordinator position is considered an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.