



## **SWINOMISH INDIAN TRIBAL COMMUNITY**

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

### **JOB ANNOUNCEMENT Land Buy-Back Program Coordinator**

**SALARY: DOE**

**CLOSES: January 26, 2015**

#### **GENERAL FUNCTION**

The Land Buy-Back Program Coordinator is responsible for coordinating the Land Buy-Back Program for Tribal Nations on the Swinomish Indian Reservation. Tasks will include coordinating multiple aspects of the Land Buy-Back Program, including Outreach to Tribal Landowners. This is a full-time position for approximately 1 year, based in the Swinomish Land Management Department, and is supervised by the Land Management Director.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Providing program information to eligible landowners
- Tracking and updating landowner information
- Locating landowners whose whereabouts are unknown
- Scheduling and coordinating meetings with landowners and staff
- Developing outreach materials
- Presenting the program at meetings
- Coordinating between landowners and the Department of Interior

#### **OTHER DUTIES**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

#### **WORKING CONDITIONS**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class. The employee is continuously required to hear. The employee is frequently required to sit, stand, walk,

and talk. The employee is occasionally required to drive a motor vehicle, reach with hands and arms and use hands to finger, handle or feel objects, tools or controls. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

### **CORE COMPETENCIES**

- Strong organizational skills
- Familiarity & experience with writing and public speaking
- Proficiency in Excel, Word
- Personal initiative and ability to handle multiple tasks and prioritize work load
- Ability to work independently
- Ability to work cooperatively in a team environment
- Attention to detail
- Ability to travel and work some evenings and weekends

### **MINIMUM REQUIREMENTS AND QUALIFICATIONS**

- Minimum education requirements: High School Diploma or GED and some college coursework.
- Experience using a computer, word processing and spreadsheet programs.
- Attention to detail a must.
- Motivated to learn.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.
- Current and valid Washington State Driver's License.

### **EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

### **APPLICATION INSTRUCTIONS**

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216, (360) 466-7353 or e-mail to [aidwards@swinomish.nsn.us](mailto:aidwards@swinomish.nsn.us) or [gcerrillo@swinomish.nsn.us](mailto:gcerrillo@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Cerrillo, Human Resources, by 5:00pm on January 26, 2015.**

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.