

VACANCY ANNOUNCEMENT



ASSISTANT COMMUNITY COORDINATOR-LITTLE ROCK **RED LAKE BAND OF CHIPPEWA INDIANS**

Open: October 16, 2020

Closing: October 29, 2020 @ 12:00 p.m. (Noon)

PRIMARY FUNCTION:

Assist Little Rock District Community Coordinator in carrying out activities for the Little Rock District Community. Reports to the Little Rock District Representatives, full time with benefits, salary; DOQ.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily maintenance of the Little Rock Community Center; i.e., sweeping, mopping, washing walls, cleaning restrooms, cleaning kitchen area, cleaning appliances-oven-stoves-refrigerator, cleanings kitchen cabinets.
- Assist all families with wakes, cleaning, mopping, hauling garbage, clean bathrooms, kitchen area, and main center area after each service(s).
- Assist with scheduling the Little Rock Community Center functions.
- Assist in keeping outside grounds clean and cut.
- Assist in shopping for community scheduled events.
- Must keep Little Rock Community Center clean at all times.
- Assist with the development of community activities.
- Assist with the public relations to get residents involved in/through purposeful activities.
- Assist with seeing that activities are regularly scheduled each week with programs posted one (1) week in advance.
- Assist the community members in identifying additional activities and needs where improvement of services can be accomplished.
- Attend all community meetings.
- Open and close Little Rock Community Center as assigned.
- Schedules hours are from 8:00 a.m. to 5:00 p.m., some evenings and weekends required.
- Must have pre-approved leave at all times.
- Must call/notify immediate Supervisor; when taking leave or tardy.
- Must abide by strictest confidentiality at all times.
- Perform other duties as assigned.

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:

- High School Diploma/GED.
- Respectful communications with community
- Able to give presentations to the community
- Must have computer knowledge and possess excellent record keeping skills
- Must be an enrolled member of the Little Rock District
- Must have a valid Minnesota State issued driver's license.
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

TO APPLY: Applications (w/resumes attached) are being accepted at the Red Lake Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847 *Fax (218) 679-4176.