



Job Title: Self-Governance Coordinator
Department: Grants Department
Reports to: Grants Manager

Summary:

The Self-Governance Coordinator is highly energetic and self-motivated in the administration of all activities as they relate to planning and organization of the Swinomish Indian Tribal Community (SITC) self-governance initiatives. This position will support the Tribe's self-governance programs and coordinate with department directors and the SITC Senate to develop and implement the Tribe's self-governance strategy consistent with the overall direction and priorities of the Tribe. This position will also be responsible for compliance monitoring and technical assistance, as assigned.

Essential Duties and Responsibilities:

- Prepares an annual self-governance coordination work plan for review and approval by the Grants Manager.
- Ensures all work plan goals and objectives are met in a timely manner.
- Serves as point of contact for government-to-government relationships with Tribal, Federal, State, and local governments on issues impacting self-governance programs, services, functions, and activities (PFSAs).
- Establishes and maintains records related to the SITC vision, mission, and objectives.
- Facilitates self-governance budgeting and prioritization with the Budget Committee and Senate.
- Coordinates with Department Directors to prepare reports, needs assessments, evaluations, and budget analyses related to the tribe's self-governance activities.
- Facilitates updates to policies and procedures that support self-governance PFSAs, as needed.
- Maintains organized files and data related to the Tribe's self-governance PFSAs.
- Attends meetings, conferences, etc. to gather information and build relationships to promote the continued development of SITC's self-governance PFSAs.
- Reviews, analyzes, and reports on legislation and other actions directly affecting the SITC self-governance initiatives to support informed decision making.
- Assists the Grants Manager in preparations for negotiating self-governance funding agreements and compacts.
- Compliance monitoring and technical assistance, as assigned.
- Other duties as assigned by the Grants Manager.

Education and Experience:



- A Bachelor's degree in Public Administration, Political Science, Business or a related field.
- Demonstrated experience in planning and coordination across all levels of government highly desired.
- Demonstrated experience working as part of a cross-disciplinary team to develop and implement resource allocation methodologies is highly desired.
- Experience in compacting, contract, and grant administration related to compliance and self-governance is highly desired.

Knowledge, Skills and Abilities:

- Within one year of hire – extensive demonstrated knowledge of laws, legal codes, court procedures, precedents, regulations, executive orders, policies, etc. related to compliance and SITC's self-governance PFSA's.
- A proven ability to lead with high ethical standards and credibility.
- A commitment to transparency, accountability, and integrity.
- Highly motivated to educate and raise awareness of self-governance among program managers and to ensure informed Senate decision-making.
- Ability to work in a cross-cultural environment and understands the social and cultural context of the Swinomish Indian Tribal Community.
- Must pass extensive criminal background check and pre-employment drug screening.

Work Environment and Time Commitment

- Work schedule is 40 hours per week. This is a full-time position.
- Tasks are performed mostly indoors in both a clinical setting and an office environment.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

Employment Conditions

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. This position is considered to be 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.