



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Community Engagement Coordinator

**Salary:** \$16.13 – \$21.96 per hour – Non-exempt DOE

**Status:** Permanent, Full-Time

**Hrs. /WK:** Forty (40) hours per week

**Department:** Social Services

**Job Location:** Tucson, Arizona

## **Nature of Work:**

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Tucson Indian Center (TIC) is seeking a highly motivated and skilled Community Engagement Coordinator to join our team. The incumbent plays a crucial role in the planning, coordination, and execution of workshops and initiatives aimed at strengthening urban American Indian families, promoting leadership, civic engagement, and increasing knowledge of education and employment opportunities in the Tucson Metropolitan area. This role plays a pivotal part in empowering the Urban Native community of Pima County to achieve self-sufficiency and foster a sense of cultural pride and identity.

## **Essential Functions:**

### **1. Workshop Development, Facilitation and Recruitment:**

- a. Collaborate with community leaders, educators, and experts to develop culturally sensitive workshops and programs that address the needs of urban American Indian families.
- b. Conduct workshops that focus on topics such as leadership development, civic engagement, educational opportunities, and employment readiness.
- c. Create and maintain a calendar of workshop events, ensuring timely execution and delivery of program activities.

### **2. Community Engagement:**

- a. Build and maintain strong relationships with local American Indian community members, organizations, and stakeholders.
- b. Actively engage with program participants to identify their specific needs and concerns, tailoring program content accordingly.
- c. Foster a supportive and inclusive environment that encourages open dialogue and participation from all community members

### **3. Program Promotion and Outreach:**

- a. Develop marketing materials and outreach strategies to promote the Indigenous Visionaries Grant Program within the Urban American Indian community of Metropolitan Tucson.



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- b. Attend community events, meetings, and conferences to raise awareness about the program and recruit participants.
  - c. Utilize social media and other digital platforms to expand the program's reach and engagement.
4. **Data Collection and Reporting:**
  - a. Maintain accurate records of program attendance, participant feedback, and outcomes.
  - b. Prepare regular reports on program progress, highlighting achievements, challenges, and areas for improvement.
  - c. Use data-driven insights to adapt and enhance program content and delivery.
5. **Grant Management:**
  - a. Assist with grant management, ensuring compliance with all Federal requirements and guidelines.
  - b. Collaborate with grant administrator to manage program budgets, track expenses, and ensure financial transparency.
  - c. Provide timely reports and documentation as required by grantors.
6. **Other duties:** Perform other job-related duties as assigned.

## **Required Knowledge, Skill and Ability:**

- Strong understanding of American Indian cultures and communities.
- Experience in program development, community engagement, and workshop facilitation.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders, facilitate community meetings, and build collaborative relationships.
- Demonstrated ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficiency in data management and analysis tools/software.
- Familiarity with grant funding and sustainability strategies is desirable.

## **Required Experience and Training:**

1. Bachelor's degree in human services or related fields, such as education, public health, social sciences. Proven experience in data management, analysis, and reporting within community-based projects or initiatives.  
OR
2. Associate's degree in human services or related fields, such as education, public health, social sciences and a minimum of 2 years of experience in the human services or related fields. Proven experience in data management, analysis, and reporting within community-based projects or initiatives.



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## **Additional Requirements:**

- Must possess valid Arizona State Driver's License.
- Must pass Driver Insurance Carrier's requirements.
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain First Aid, CPR, and AED certifications within 3 months of hire.
- Must obtain a Arizona DPS Class I Fingerprint Clearance upon employment.
- Must pass and submit to periodic/random drug testing.

## **Working Conditions:**

- Exposure to unpredictable environmental conditions. These conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Supervisory Status:**

- Non-Supervisory
- Reports to Social Services Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

*Additional consideration is also given to honorably discharged veterans and protected veterans.*

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*
  - *All discharges besides dishonorable may receive protected veteran status.*