



Job Title: Funding Coordinator
Department: Culture, Education and Learning Services
Reports to: Culture, Education and Learning Services Director
FLSA Status: Non-Exempt
Salary Grade: \$25.02-\$35.03
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Provides administrative support, budget monitoring, oversight and funding administration for the programs and services offered by the Culture, Education and Learning Services (CELS) Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Determines funding eligibility and benefit amounts for Tribal Members and assists Tribal members in maximizing program benefits to better serve the membership. Communicates directly with Tribal members and vendors over payment and funding requirements associated with all benefit programs. Assists with application completion and submission of paperwork.
2. Reviews, identifies and communicates areas in policy that need to be updated or changed. Makes recommendations to the CELS Director.
3. Electronically receives and processes all applications for funding and ensures adherence to all applicable policies and procedures. Tracks and logs requests by program and Tribal member.
4. Monitors and tracks the annual operating budget for the Culture, Education and Learning Services Department programs. Meets with CELS Director to discuss budget status and quarterly targets. Prepares updated program and budget reports for Tribal Council.
5. Works closely with the Finance department to process all check requests and purchase orders in a timely manner.
6. Maintains complete and accurate files, receipts, documents, and records.
7. Disseminates program information regarding culture and education services, programs and activities to Tribal Members. Responds to questions regarding programs, payments, and funding balances.
8. Assists with other CELS events as needed.
9. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Requires occasional stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Weekend work may be required. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities

with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility. Knowledge of customer service principles and practices to meet and interact professionally with the public.
4. Working knowledge of accounting principles.
5. Ability to proof read documents and working knowledge of technical report writing.
6. Working knowledge of paperless record retention system.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Ability to exercise excellent organization, time management, analytical and problem solving skills.
9. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to work with mathematical concepts such as basic arithmetic.
12. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
13. Ability to negotiate and monitor contracts for services in accordance with The Tribe's Fiscal Ordinance.
14. Knowledge of the concepts and requirements of managing and maintaining confidential information and communications.

QUALIFICATIONS

1. High School diploma or GED required.
2. Five years of administrative assistant or similar experience required.
3. Knowledge of customer service principles and practices to meet and interact professionally with the public is required.
4. Record management experience required with proven skill in paperless systems for document retention and retrieval required.
5. Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required.
6. Extensive knowledge of Microsoft Office products required.
7. Preference given for work experience in tribal government accounting or grant management.
8. Technical report writing skills are desired.
9. Familiarity with grant management and Federal regulations pertaining to grant administration is preferred.
10. Current and valid Oregon driver's license in good standing is required with no insurability restrictions as determined by the Tribe's insurance carrier.