



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Statistics Coordinator

OPEN: December 23, 2019

EXEMPT: No

SALARY: (8) \$21.82-24.44 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: January 15, 2020

JOB CODE:

DIVISION: Administration

DEPARTMENT: Funding Development

SUPERVISOR: Funding Director

VACANCIES: 1

JOB SUMMARY: Under the administrative supervision of the Funding Director the Statistics Coordinator is to perform duties in the application of intermediate data and statistical analysis skills in the collection, compilation and maintenance of tribal data management resource system(s) supporting LIBC research and project based needs. Responsible for development, maintenance and operation for the LIBC statistic data base management system(s) includes knowledge of departmental level automated software data system(s).

Able to work in team based approach with Director(s) to gather, report and query multiple database system to support LIBC annual priorities, Community Plan and special initiatives. Supports project team with statistics and data service components including research, write and prepare data reports or narrative sections to support high quality funding applications.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Participate as an effective team player effective team player and work collaboratively with departments and community groups to understand data goals and be responsive to these communicated goals. Attend all meetings and events as required.
2. In collaboration with departments; identify vital statistics, develop a schedule and methodology to update the statistics, compile the statistics, provide archival-quality record keeping of work-product, and ensure proper communication of statistics within the LIBC.
3. Define and maintain key performance indicators (KPI's) on the utilization of tribal services.
4. Provides statistical input in the design, analysis and establishment of data collection management plans and evaluation methodologies.
5. Participate in the assessment of LIBC Department operations for the collection, verification and management of statistical and data information.
6. Responsible for providing ongoing assessment of federal, state and local agencies using compatible statistical systems to obtain and exchange applicable statistical data sets or report information for grant management compliance.
7. Completes annual inventory and assessment of LIBC Department software systems for data management and statistical report information.
8. Manages the organizational access to Survey Monkey services and maintains, collects data reports and records.

9. Develop unique methods of statistical analysis to produce reliable information in situations where data is lacking, unreliable, or traditional methods do not yield results.
10. Coordinate and facilitate primary research; focus groups, surveys, etc, in order to improve data gathering.
11. Assist funding team with quantitative research and narrative development necessary for preparation of successful funding applications.

MINIMUM QUALIFICATIONS:

- Must possess a Bachelor's Degree in Business Administration or related field with preference for degree in Statistics, Mathematics.
- A two year AAS degree and four (4) years direct work experience in statistical analysis may substitute for a Bachelor's Degree.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Strong verbal and written communication, analytical, organizational and interpersonal (teamwork oriented) skills required.
- Requires experience or college class work in statistical modeling.
- Requires fluency in common software, including a demonstrated understanding of Excel.
- Requires the ability to learn how to utilize the scientific method to reach an objective decision in instances when supporting information is unavailable or biased.
- Requires ability to work on simultaneous projects and make decisions in a fast-paced environment.
- Requires experience in managing a project (either college-level or professional), including scheduling, communication, milestone tracking, etc, and bringing the project to a successful close.
- Must have strong organizational and record keeping skills.
- Must have ability to work independently.
- Must be able to complete HIPPA training within three months of hire date.
- Requires ability to work at the location closest to the information. This may mean working in a non-traditional workspace located at or near where data is being gathered.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position is subject to extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.