



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: Outreach and Engagement Specialist

OPEN: January 21, 2020

EXEMPT: No

SALARY: \$25.00 Per Grant

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full Time

****Grant Ends 09/29/2022****

CLOSES: January 28, 2020

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: Workforce Development Director

VACANCIES: 1

JOB SUMMARY: This position works primarily in the community to develop, implement, monitor and measure effective recruitment and outreach for Workforce Development for youth and adults who are seeking to re-enter the workforce or advance in their field. The Outreach and Engagement Specialist will develop, support, and expand relationships with Lummi Nation School, Ferndale High School, area Workforce Centers, and other private and public organizations providing support to youth and adults, including unemployed and underemployed workers, to facilitate referrals and student/participation recruitment. The Outreach and Engagement Specialist will promote Career & Technical Education, Short-term workforce trainings, Apprenticeships and will assist the prospective students/participants with enrollment into support programs.

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

1. Work closely with the Director of Workforce Development and LIBC program staff to develop, implement, monitor and measure an effective recruitment and outreach program for youth and adult populations, including unemployed and underemployed workers seeking to enter the workforce.
2. Develop, support, and expand relationships with High schools, Training institutions, and other private and public organizations to facilitate referrals and student/participant recruitment.
3. Continuously cultivate prospective students/participants and engage via e-mail, phone, text, and in person outreach events at least 5 community sites per month.
4. Coordinate and connect prospective students/participants with program of interest and appropriateness, including LIBC programs, Career & Technical Education, Short-term workforce trainings and apprenticeships.
5. Recruits students/participants to meet stated enrollment goals for the program; assist with admissions, enrollment and student/participant activities such as special events, fairs, and other related events. Connect students/participants to resources and support services.
6. Work one-on-one with prospective students/participants.
7. Develop a relationship with those prospects expressing interest in the program; track and case manage each prospective student/participant through enrollment in program.
8. Maintain a database for reporting purposes, including contacts, enrollment, completion and placement for prospective and enrolled students/participants.
9. Serves as primary contact and information resource for prospective students/participants as well as a contact and liaison through application and admission notifications.

10. Conduct home visits and attend coordinated events in the community to support student achievement.
11. Work with Lummi Higher Education, Lummi Employment and Training Center to provide college and career goal mentoring and support services that assist students to identify, develop and maintain progress toward college and career goals.
12. Assist students to problem solve and resolve conflicts and barriers that interfere with goal attainment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree *preferred* OR 5 years experience will suffice.
- 2-3 years experience working with at-risk youth
- 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:

- Demonstrated ability to multi-task in a time-sensitive work environment
- Ability to conference with students to analyze, develop, implement, student goals and action plans.
- Excellent and proven attention to detail
- Excellent communication skills with youth and adults
- Strong written and verbal communication skills
- Must be able to deliver presentations and speeches to recruit participants
- Cultural sensitive, empathetic, cooperative and collaborative problem solving approach.
- Proficiency in MS Office, MS Word,
- Ability to maintain strict confidentiality at all times.

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.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **September 29, 2022**. If additional funding is received this position will need to be reviewed for grading purposes

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.