



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: Workforce Development Director

OPEN: April 14, 2021

EXEMPT: Yes

SALARY: \$40.00 p/h DOE

SHIFT: Day

LOCATION: Administration Building

DURATION: Regular Full-Time

CLOSES: April 20, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The Workforce Development Director works to carry out the Lummi Nation workforce development goals and is supervised by the General Manager. The Workforce Development Director is responsible for coordinating the delivery of training to the Lummi Community. A primary tool in the delivery of services is grants specifically targeting dislocated fisher and youth populations. As such, the Workforce Development Director is responsible for carrying out the goals of all grants assigned by the General Manager to the Workforce Development Director.

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

Administrative Duties

1. Ensures workforce operations are functioning according to the higher legal and ethical standards; sets workforce development policies in accordance with known best practices.
2. Coordinate and implement the goals and objectives of the workforce development and higher education needs of Lummi Nation.
3. Monitor, apply and implement possible grants that are related to workforce development that aim to strengthen and train our workforce.
4. Work within the Scope of Work and grant narrative as outlined in various grants that may fund this position.
5. Collaborate with other programs/entities on strengthening the support provided to community members in the areas of workforce training.
6. Provides general information of the Lummi Fishermen drug and alcohol policy and procedure the clients.

Supervisory Duties

7. Supervise the Lummi Higher Education Manager and Director of Employment Training, Re-engagement Project Manager and Dislocated Workers Project Manager
8. Operate as lead supervisor over any grant delegated to the Workforce Development Department in the areas of vocational training, dislocated fishers, and youth training.
 - a. Ensure all staff is complying with all grant requirements.

Budget Duties

9. Maintain strict compliance with all grant requirements, keeping the grant in good standing with proper reporting and filing. Stay within the allowable budget for all delegated grants.
10. Comply with Title 28 of the Lummi Nation codes of laws.
11. Seek other sources of support to increase the effectiveness of delegated grants project activities.

Communication

12. Responsible for public relation of delegated grants, ensuring that the community is aware of the program opportunities.
13. Provide various reports in various formats
 - a. Monthly operation status reports to the GM
 - b. Develop and submit annual reports for the General Council
 - c. Provide any special updates to the GC, Higher Education Board, Lummi Indian Business Council, or others as directed

Other

14. During periods of time where grant funding is lacking for workforce development, serve as the champion of workforce development by maintaining information, data and statistics that will support the application of potential funding.
15. Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human and Social Services, Business Administration, Education or other related field is required.
- 5 year's experience in tribal government/entity with workforce development, economic development, education and training and/or business development field
- 5 years supervisory experience that includes managing grant funded budgets
- 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:

- Must have strong verbal and written communication, analytical, organizational, and interpersonal (customer-service oriented) skills.
- Must have a strong familiarity with tribal social service programs.
- Must have ability to organize and maintain clear, concise and accurate records for grant reporting and communication to community.
- Must be computer proficient with Microsoft Office.
- Must have a good understanding of tribal sovereignty and treaty rights.
- Must have ability to analyze statistical data to support strengthening program outcomes.
- Must be dependable, trustworthy and can maintain strict confidentiality
- Must be familiar of the Lummi Fishermen Drug and Alcohol policy and procedure

REQUIREMENTS:

- This position requires regular contact with or control over Indian Children and is therefore subject to successful and extensive Criminal Background Check and CAMIS Check, with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- 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.

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) 312-2205. 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.