



# 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: CBC Coordinator**

**OPEN:** April 9, 2024

**EXEMPT:** Yes

**SALARY:** (10) \$30.42-\$34.26/hr. DOE

**SHIFT:** Varies

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** April 23, 2024

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Policy

**SUPERVISOR:** Chairman

**VACANCIES:** 1

**JOB SUMMARY:** The Committee Board and Commission (CBC) Coordinator for the Lummi Nation works directly with the Lummi Indian Business Council, under the supervision of the Chief of Staff. The CBC Coordinator will establish a liaison relationship between LIBC and its CBC's the purpose of assessing roles and responsibilities, building, and maintaining strong healthy relationships that insure clear communication, cooperation, and collaboration with the LIBC and among the CBC's. Assist in the planning, coordinating and implementation efforts required by the CBCs to accomplish initiatives and program goals; and assess policy implications and impacts of CBC's proposal and actions and identifies appropriate resources for solutions. CBC Coordinator position is to enhance public participation and knowledge of the process of the roles and responsibilities of CBC's, LIBC, general council, and department/entity leads and overall services to meet priorities.

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

1. Track committees, commissions and boards membership status with start and end date ensure compliance of relevant policy, charter and by laws and or code.
2. Create and maintain accurate CBC meeting master calendar and share with community.
3. Coordinate with Lummi Nation committees, boards, and commissions to insure consistent and effective communication among these groups to achieve the goal of providing client and cost-effective programs and services.
4. Attend LIBC meetings, General Council meetings and commission meetings.
5. Collect accurate information from committees, boards, and commissions, including agendas, minutes, and policy statement recommendations; develop reports and recommendations for the LIBC.
6. Ensure compliance with committees, boards, and commissions with relevant codes, charters, and by-laws.
7. Assist CBC chairs and or their delegates in setting meeting calendars including scheduling community input on current services and policies.
8. In collaboration with the Deputy Treasurer CBC, Coordinator will assist CBC budget to ensure Title 28 is in compliance.

9. Create a master calendar of CBC's scheduled meetings and share it with stake holders. Communicate.
10. Create and maintain master calendar of Code amendments, charter and by laws, and policy amendments to include (Document Name, Department, Position Responsible, CBC Responsible, Date of Original Approval, Dates of past approvals, Status of next review, Date of next review Approval Body, and Relevant documents) with priority level.
11. Assists and tracks with follow through of LIBC motions regarding CBC's collaborating an action plan that includes dates and times to completion.
12. Coordinate with CBCs to arrange schedule and virtual options, as needed for those that are unavailable to attend in person.
13. Notify HR department of new appointments or re-appointments of CBC's.

#### **MINIMUM QUALIFICATIONS:**

- Associate degree in Public and Tribal Administration, or related field; and
  - Two (2) years of experience facilitating group-decision making processes; **OR**
- Bachelor's degree in Tribal Governance and Business Management, Native Studies Leadership, Business Administration, or related field; and
- Must Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance to drive for work purposes.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work well with a variety of team members and community members.
- Excellent organizational skills and attention to detail
- Dependable and reliable
- Ability to use best judgement.
- Knowledge of Tribal Governance
- Must have strong oral and writing communication skills.
- Must have knowledge and understanding of roles and responsibilities Must be able to identify governance concepts and expectations of Lummi Nation through the meaning of traditional phrases and words, which include directives to support contemporary activities.
- Must be able to work independently.
- Prioritize and complete multiple tasks simultaneously.
- Able to work in Microsoft.

#### **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 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](mailto: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.