



# 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:** Mackenzie Resident Center (ROC) Activity Coordinator  
Lummi Nation Housing Authority (LNHA)

**\*\*Re-Advertise\*\***

**OPEN:** July 25, 2024

**EXEMPT:** No

**SALARY:** DOE

**SHIFT:** Varies (see Job Summary)

**LOCATION:** Resident Center

**DURATION:** Regular Full-Time

**CLOSES:** August 08, 2024

**JOB CODE:**

**DIVISION:** LNHA

**DEPARTMENT:** ROC

**SUPERVISOR:** Housing Director

**VACANCIES:** 1

**JOB SUMMARY:** To develop, implement, coordinate, promote and manage activities, events, educational and cultural programs, for youth and adult activities and training opportunities at the Mackenzie Resident Center (ROC). With an emphasis placed on helping tenants of the Mackenzie housing development. Work hours vary during the school year and summer.

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

1. Provide positive role model for tenants that use/visit the Mackenzie ROC
2. To be actively involved with Lummi residents, families, and youth; on-going community efforts, establishing partnerships and support with neighborhood and local service providers.
3. Assist the other Mackenzie ROC Staff to develop, coordinate, promote and schedule community activities; providing a monthly calendar of events to Lummi Housing, Mackenzie residents and community programs.
4. Provide transportation (if needed) to and from community and ROC activities.
5. Track and maintain ROC vehicles, including scheduling servicing as needed.
6. Provide opportunities for non-competitive and competitive fun.
7. Work closely with the Housing Security and develop a healthy ongoing relationship with the Mackenzie community.
8. Provide a monthly "Family Night" event for the residents at the Mackenzie housing area.
9. Write and maintain a daily logbook of ROC activities.
10. Provide support to Lummi Youth recreation staff, Lummi Housing staff, as well as community volunteers and participants as needed, upon supervisor approval.
11. Recruit on an on-going basis, community volunteers, providing training if needed.
12. Keep all areas clean and at provide thorough cleaning to ROC at end of each shift.
13. Maintain the security of the building by locking all windows and doors in the facility when it is not supervised.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- 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 be able to work with and have experience working with youth and families, community residents and volunteers and service providers.
- Must be Substance and Alcohol Free.
- Must possess exceptional organizational, management and problem-solving skills.
- Must be able to work independently as well as be a team player.
- Must be able to work flexible schedule, including weekends.
- Working knowledge of Microsoft Works and Excel.
- Working knowledge of computers, including Apple MACs.
- Must be sensitive to Lummi history and culture.
- Must have/obtain a Current First Aid and CPR Certificate

**REQUIREMENTS:**

- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment.

**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.