



# 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:** Training and Development Coordinator

**OPEN:** June 22, 2026

**CLOSES:** July 06, 2026

**EXEMPT:** Yes

**JOB CODE:**

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

**DIVISION:** Administration

**SHIFT:** Flexible

**DEPARTMENT:** Human Resources

**LOCATION:** Tribal Administration

**SUPERVISOR:** HR Director

**DURATION:** Regular Full Time

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the Human Resources Director, the Training and Development Coordinator is responsible for coordinating, facilitating and supporting employee training and development programs through Lummi Indian Business Council. The position works collaboratively with department directors, managers, and supervisors to ensure employees have access to training that support employee development initiatives in accordance with LIBC policies and procedures.

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

### **Training**

1. Coordinate and schedule employee training, workshops, orientations, and professional development activities
2. Assist with developing, and coordinating training materials and resources for LIBC employees, supervisors, managers and Directors. Deliver group and individual training and instruction covering areas such as, but not limited to:
  - new hire orientation.
  - cultural orientation.
  - supervisor training.
  - on-the-job training (i.e., customer service, phone etiquette, etc.);
  - sexual harassment awareness; and
  - drug and alcohol use in the workplace awareness.
3. Assist with developing and updating training materials, presentations, handbooks, and reference guides.
4. Develop and maintain training schedules and Calendars with established procedures.
5. Communicate training schedules, requirements, and opportunities to employees and supervisors
6. Maintain files for all training activities (i.e., date, time, location, type of training, attendance, completion/incompletion, etc.).

8. Assist Supervisors, Program Managers, and Directors to Identify employee training needs. Aligning each training and development with the LIBC Goals and objectives.
9. Create and maintain training records, certificates, sign-in sheets, and supporting documentation.
11. Conduct exit interviews to identify areas of improvement for the purposes of retaining employees.
12. Assisting employees with accessing available professional development and training opportunities.

**Other Duties**

13. Assist with special projects related to employee training and development.
14. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- **Associate degree** in Human Resources, Business Administration, Public Administration or related field **AND**
  - three (3) years of experience in employee training, workforce development, human resources, education, or program coordination; OR
- **Bachelor's degree** in Human resources, Business Management, or related field **AND**
  - one (1) year of experience in employee training, workforce development, human resources, education, or program coordination.
- Willing to obtain, one of the following credentials: the Certified Professional in Learning and Performance (CPLP), Tribal Human Resources Professional (THRP), Society for Human Resource Management – Certified Professional (SHRM-CP), or Professional in Human Resources (PHR) within the **first year** of employment
- 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 willing to work weekends, holidays, and evenings.
- Experience working in tribal government or a tribal organization.
- Experience using training management or learning management system
- Excellent verbal and written communication skills.
- Possess strong planning and organization skills.
- Able to work independent and in a team environment.

**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
- Must always maintain strict confidentiality with highly sensitive information being generated in the Human Resource Department.

**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.