



Tribal Nations Research Group (701) 477-5526
P.O. BOX 1906 Fax: (701) 477-5542
BELCOURT, ND 58316 501c3 Non Profit
www.tnrg.org

Position: Community Liaison
Job Classification: Full-Time Regular (Grant Funded)
Salary: \$16 to \$18 per hour
Opening Date: July 27, 2018 **Closing:** August 10, 2018

General Statement of Duties:

The incumbent will coordinate the functions of the TMBCI Research Review Board (RRB) and will serve as a liaison between the RRB and investigators providing technical assistance regarding the IRB application process, consent form preparation, and other issues related to IRB review and approval. The incumbent will continue working toward developing tribal research infrastructure, assist with community training and the coordination of various community coalitions. The incumbent will assist in the maintenance of the TNRG website, updates to social media, and assist with the development of the TNRG newsletter.

Qualifications:

- Minimum of a Bachelor's Degree in business, management, information technology, public health, education, or social science field from a regionally accredited institution.
- Experience in managing projects, activities or events preferred.
- Demonstrated research experience is preferred
- Willingness to take on new projects and lead initiatives.
- Must be able to work on multiple projects simultaneously.
- Must be willing to be innovative and willing to learn new things
- Experience working with grants is preferred.
- Must have previous experience working with MS Word and MS Excel
- Excellent oral and written communication skills.
- Must have reliable transportation.
- Subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Executive Resolution E-235-97.
- Must adhere to all Tribal, State and Federal Confidentiality and Privacy Act Rules and Regulation.
- Will be required to complete and pass a Drug Test upon selection.

Major Duties and Responsibilities:

- Coordinate the functions of the TMBCI RRB such as, organize information for Research Review Board meetings, which includes establishing agenda, making copies for meeting, contacting board members about research requests, and maintaining files and records (electronic records system),
- Assist in marketing, developing education materials, and communication with community members regarding Tribal Nations Research Group activities.
- Assist in writing and dissemination of reports and materials.
- Maintain Tribal Research Database
- Assist with writing the quarterly written and verbal reports to all parties on progress in meeting TMBCI/TNRG goals and plan.

- Coordinate various community meetings, and attend meetings as required.
- Participate in training, as available and applicable.
- In the absence of the President the incumbent will be required to attend Tribal Council meetings regarding the Research Review Board activities
- Assist in creating marketing tools (newsletter, flyers, brochures etc.) and distribute using the appropriate mechanism.
- Assist in the maintenance of the TNRG website and updates to social media,
- Catalog an inventory of past and current research projects and publications within the TMBCI community.
- Assist Tribal Nations Research Group staff in activities pertaining to the development, dissemination, and analysis of community surveys.
- Assist with planning, organizing, and hosting the annual Data Matters Conference.

How to apply:

Submit the following items:

1. Cover letter
2. Resume
 - a. At a minimum must include-contact information, education, work history, applicable skills, publications, honors and awards.
3. Three-letters of recommendations that demonstrate your strengths in being able to fulfill the requirements of the position.
4. Copy of transcripts with degree and date attained (unofficial is fine)
5. Any training certificates that pertain to the qualifications of the position
6. Persons who wish to claim Indian preference must submit a copy of their tribal Certificate of Degree of Indian Blood (CDIB)

Points in screening will be given only for documentation attached.

For more information visit our website at www.tnrg.org

Submit these items to:

Tribal Nations Research Group

Attention: Anita Frederick

PO BOX 1906

Belcourt ND, 58316

Or via email at tribalnationsTNRG@gmail.com