



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 Coordinator
Job Classification: Full-Time Regular (Grant Funded)
Opening Date: Thursday August 15, 2019

Closing: August 25, 2019

General Statement of Duties:

TNRG has numerous functions necessary to accomplish its mission that its needs to address more fully. To accomplish this effort, it has created a Community Liaison Coordinator position.

The Community Coordinator will

- Assist with the coordination and development of various community coalitions,
- Meet with community organizations to discuss the activities of TNRG,
- Work with the TNRG team in developing community assessments and survey work,
- Assist with community training, make public presentations, and
- Coordinate functions of the TMBCI Research Review Board.
- The incumbent will assist in the maintenance of the TNRG website, updates to social media, and the development of the TNRG newsletter.

Currently TNRG is working on 3 major initiatives: Food Sovereignty & Sustainable Food Systems, Community Health, and Data Sovereignty. Occasional travel is required.

Qualifications:

- A Bachelor's Degree in business, management, information technology, public health, education, or social science field from a regionally accredited institution is preferred but not required.
- 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 be proficient in the Microsoft Office applications and Google Docs
- 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.

How to apply:

Submit the following items:

1. Cover letter
2. Resume-At a minimum must include-contact information, education, work history, applicable skills, publications, honors and awards.
3. Contact information for 3 references that can speak to 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 admin@tnrg.org