

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** June 5, 2024  
**FROM:** Human Resources Department  
**RE:** Civic Engagement  
**Coordinator**

The Human Resources Department is currently taking applications for a full-time Civic Engagement Coordinator – Houston Satellite Office. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply should visit the Tunica-Biloxi website at [www.tunicabiloxi.org](http://www.tunicabiloxi.org) and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, June 12, 2024 at 4.00 p.m.**

**Date and hour posted:** \_\_\_\_\_: \_\_\_\_\_. m.

**Date and hour removed:** \_\_\_\_\_: \_\_\_\_\_. m.

Attachment: job ad



<b>Job Position:</b>	<b>Civic Engagement Coordinator</b>	<b>Status:</b>	<b>Full-Time</b>
<b>Division:</b>	<b>American Indian Center of Houston</b>	<b>Salary:</b>	<b>\$50,000</b>
<b>Posting Date:</b>	<b>June 5, 2024</b>	<b>Closing Date:</b>	<b>Until filled</b>

### **Job Summary:**

The Civic Engagement Coordinator will work under the supervision of the Director and assist with managerial, operational and administrative duties within the civic engagement program. The Coordinator will manage AICH’s Civic Engagement Initiative which includes, but not limited to, an integrated voter strategy using the “Democracy is Indigenous” Campaign vision and process, with a strong focus on Tribal, Urban Native, and Detribalized communities along with additional supports for many underserved communities in our area.

### **Essential Duties and Responsibilities**

- Demonstrates a commitment to AICH’s mission by building strong relationships with community members
- Represents AICH with the highest level of professionalism by demonstrating integrity and respect
- Manage the development and implementation of civic and voter engagement efforts, including voter, non-partisan voter education, voter turn-out efforts, and field/data tracking
- Cultivates strategic partnerships to support the success of the initiative, including those that can support the issues and efforts that the specified communities determine
- Assists in developing goals and objectives for the program on a determined basis
- Carries out timely, accurate and clear evaluation of initiative efforts based on reporting requirements determined by supervisory staff
- Development and implementation of base-building strategies in conjunction with Community Education, Policy Advocacy, and Research Programs
- Day-to-day maintenance of Civic Engagement initiative activities including interns/volunteer outreach, recruitment and training, materials development, and event coordination
- Case Management assistance to Tribal members;
- Additional duties as assigned

### **Requisite Qualifications**

- The Coordinator must have either an Associate’s Degree with 5 years of experience, a Bachelors degree with 2 years of experience working with community resources or social services background, or 5+ years of experience working in the civic engagement field.
- The ideal candidate will have some experience working with Native American Tribes, Communities, Populations.
- Must pass a background check and have a valid driver’s license. Position also requires auto insurance and reliable transportation.
- Available to work some weekends

- Proficient with managing and maintaining budgets
- Must be computer literate with working knowledge of Microsoft Office Suite, internet and willing to learn additional applications and computer software.
- Demonstrate cultural diversity awareness and the ability to work with a diverse population.
- Align with the operating values and mission of American Indian Center of Houston
- Motivated self-starter with the ability to manage tasks in a timely manner with limited supervision; including strong organizational and planning skills
- Knowledge of operations in social media platforms (Facebook, Twitter, Instagram etc.); Required
- Excellent written, oral and interpersonal communication skills
- At all times, demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community
- Must be reliable and able to work with confidential material

*Disclaimer: The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.*

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The American Indian Center of Houston reserves the right to amend and change responsibilities to meet business and organizational needs.*

This position is subject to tribal, spousal and Indian preference in accordance with Title XX of the Tunica-Biloxi Tribal Code.

*In order to be considered for the position/s, all interested candidates must submit a resume and cover letter by the closing date. Please submit all cover letters and resumes to:*

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351