TUNICA BILOXI TRIBE OF LOUISIANA
MEMORANDUM

Job Announcement

DATE: **July 10, 2026**
FROM: **Human Resources Department**
RE: **Community Engagement Specialist**

The Human Resources Department is currently taking applications for an Community Engagement Specialist in the Houston American Indian Center. 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 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 July 17, 2026, at 4.00 p.m.

Date and hour posted: _____ ____: ____ __. m.
Date and hour removed: _____ ____: ____ __. m.

JOB DESCRIPTION

Job Title: Community Engagement Specialist	**Department:** Houston Office
Reports to: AICH Director	**Employment Status:** Full time/temporary
Classification: Non-Exempt	**Salary Range:** $18 – $20 hour
Supervisory Status: Non-Supervisory	**Revision Date:** June 2026

Summary: The Community Support Specialist supports the planning, coordination, and delivery of programs that strengthen Native individuals, families, and communities. Working under the direction of the AICH Director, this position assists with community outreach, participant engagement, culturally responsive education, wellness activities, resource coordination, and special events. The Community Specialist works collaboratively with staff, elders, volunteers, and partners to ensure programs are well organized, culturally responsive, and aligned with community needs.

Essential Duties and Responsibilities include the following:

- Coordinate and support community programs, workshops, and special events.
- Assist with participant recruitment, registration, and ongoing engagement.
- Support culturally responsive health education, nutrition, physical activity, wellness, and cultural programs.
- Assist with food distribution and other community resource activities.
- Build positive relationships with Native individuals, families, elders, youth, volunteers, and community partners.
- Maintain participant records, attendance logs, evaluations, and program documentation.
- Collect and organize information required for grant reporting and program evaluation.
- Prepare educational materials, event supplies, and participant resources.
- Assist with outreach through phone, email, social media, and community events.
- Coordinate event logistics, including setup, breakdown, and participant support.
- Maintain confidentiality and protect participant information.
- Represent AICH professionally at meetings, events, and community activities.
- Perform other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.

- Ability to manage multiple responsibilities and meet deadlines.
- Attention to detail and accurate recordkeeping.
- Proficiency with Microsoft Office.
- Proficient in scanning, copying, filing, data entry, and electronic document management.
- Ability to work independently and collaboratively.
- Ability to work respectfully with Native communities while maintaining professionalism.

Qualifications*:*
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience*:*

- High school diploma or GED required.
- Associate degree in public health, education, human services, social services, or related field preferred.
- Two years of experience in community outreach, nonprofit services, education, or a related field preferred.
- Equivalent combinations of education and experience may be considered.
- Experience working with tribal communities preferred.

Certificates and Licenses:

- Must possess a valid Texas driver's license.
- Must successfully pass a criminal background check.

Supervisory Responsibilities*:*

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending, and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Candidates must have good eye and hand coordination.

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 Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.

****Tribal Members must submit proof of tribal membership with submission of employment application****