



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Community Outreach</u> <u>/ Education Support</u>	OPENING DATE:	<u>April 1, 2024</u>
CLASSIFICATION:	<u>Non-Exempt</u>	FILING DEADLINE:	<u>April 12, 2024</u>
STATUS:	<u>Full-Time</u>	DEPARTMENT:	<u>Education Support</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Ed Counseling & Resource Mgr.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Community Outreach representative under the direction of Educational Counseling and Resources Manager provides support to the community with accessing educational support services. This person will coordinate outreach initiatives and directly assist the community with accessing educational support for tribal students. They will represent the education support department at general membership meeting and other community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as an educational support department representative at general membership meetings and other community events
- Coordinate educational outreach initiatives for the community
- Assist families with the completion of necessary paperwork needed to access education support for both tribal and non-tribal programs.
- Communicating with tribal members regarding their education support funding
- Will help foster positive relations between the education support department and the tribal community
- Advocate for educational needs of tribal students
- Collaborate with community stakeholders to develop plans to help students access education support
- Be up to date with tribal and non-tribal educational programs
- Working with families, teachers, and education support counselor to coordinate services for at risk students
- Collecting, reporting and tracking educational data for Pechanga students
- Assisting with educational interventions for families
- Process and maintain a variety of sensitive and confidential material

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in education required

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Three to five years of teaching or counseling experience **required**
- Computer proficiency with database management and MS office Word, Excel, Outlook, PowerPoint, and Publisher software **required**
- Must have to ability to assist families with the completion of all required documentation, meet appropriate deadlines, provide client follow-up, regarding education supportive services
- Strong analytical skills **required**
- **Must** have a valid driver's license and proof of insurance; and the ability to legally operate a motor vehicle
- Must have the ability to meet with clients inside and outside of the office
- Must have excellent oral and written communication skills, with strong proofreading abilities
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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