

VACANCY ANNOUNCEMENT

Coordinator – Family Violence



OPENING DATE:	05/22/2024	CLOSING DATE:	06/07/2024
SUPERVISOR:	Justice Programs Administrator	SALARY:	TBD
LOCATION:	Offsite	STATUS:	Regular Full-Time
JOB SUMMARY			
<p>The Coordinator is responsible for managing office communications and facilitating key tasks and procedures. Their duties include maintaining a master schedule of all meetings and commitments, placing orders for office supplies when needed and directing both incoming and outgoing calls, emails, faxes and letters.</p>			
DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Organizes events and activities. • Organizes people or groups so that they work together efficiently. • Oversees the successful completion of projects and events. • Facilitates the occurrence of events. • Facilitates the collaboration of people or groups. • Coordinates with a team of staff members on projects or events. • Performs specialized tasks. • Establishes relationships with people, groups, clients, vendors, agencies, and businesses for the program, project or event. • Performs all other duties as assigned by the Program Director. 			
EDUCATION AND EXPERIENCE			
<ul style="list-style-type: none"> • Preferred: Possess an Associate’s Degree in Psychology, Sociology, Criminal Justice, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility. • Minimum: High School or General Education Diploma AND a minimum of 1-year experience in an increasingly responsible administrative/clerical capacity with a demonstrated experience serving in an entry level capacity and/or combination of education, training, and experience equal to 1-year can be substituted that must be documented. 			
REQUIREMENTS			
<p>Must possess a valid Oklahoma Driver’s License. This position requires a successful background check and drug screening.</p>			
APPLICATION PROCEDURE			
<p>Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to: Submit To E-mail: Humanresources@wichitatribe.com OR drop off at: 414 Wichita Circle, Anadarko OK 73005 Phone: 405-247-2425</p>			
EMPLOYMENT PREFERENCE			

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.