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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

- Title:** Grants and Agreements Division Coordinator
- Reports To:** Administrative Operations Manager, or designee
- Location:** Department of Natural Resources, Orleans, CA
- Supervises:** Youth workers on interim basis
- Salary:** \$38,387 to \$55,116 annual, depending on education and experience
- Classification:** Full Time, Regular, Exempt, Non-Entry Level
- Summary:** Under the supervision of the Administrative Operations Manager, the Grants and Agreements Division Coordinator shall assist the Director, Deputy-Directors, cross-departmental Branch Managers and Division Coordinators to assess immediate and long-term needs of the Karuk Department of Natural Resources. This position will research funding opportunities, write funding proposals and draft agreements required for successful program implementation and continuation of the Department of Natural Resources. This position may serve in the capacity of Fiscal Compliance Coordinator in the absence of the position as long as supervisory span of control and efficiencies in operations can be maintained.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

- Title:** Grants and Agreements Division Coordinator
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- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Youth workers on interim basis
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### **Responsibilities:**

1. Shall monitor the Federal Register and other notifications of public and private sector resources for relevant Notices of Funding Availability (NOFAs) and Requests for Proposals (RFPs) for opportunities to meet the funding needs of the Department of Natural Resources (Department), and share this information with Division Coordinators.
2. Shall meet regularly with the Department Director, Deputy-Directors, cross-departmental Branch Managers and Division Coordinators to review grant opportunities, prioritize proposals and develop timelines for submission.
3. Shall monitor funding strategies to ensure consistency with the mission set in Department's Strategic Plan and, under the guidance of Department Division Coordinators, establish communication with the assigned project proposal point-of-contact.
4. Shall act as project leader for all assigned grant applications.
5. Shall gather the necessary information from Department point-of contact for grant completion and perform the necessary research and outreach (e.g. Letters of Support) needed to complete application requirements.
6. Shall work with Department point-of-contact to coordinate accurate, timely fiscal and program reports for awarded grants.
7. Maintain frequent communications with Karuk Tribe Grant Writer and Resource Developers to avoid competitive funding applications.
8. Shall review all agreements for compliance with applicable tribal and non-tribal policies and procedures.
9. Shall ensure that all new agreements are in the most current Karuk Tribe approved standard format.

10. Shall be available for local and out of the area travel as required for job related duties and training. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Experience and/or education:
  - a. Bachelor's degree in Business Administration, Education, Native American Studies, English, a field of the Natural Resources or related field and two (2) years' experience with twelve (12) months supervisory experience; or
  - b. Bachelor's degree in Business Administration, Education, Native American Studies, English, a field of the Natural Resources or related field and one (1) year experience with six (6) months supervisory experience; or
  - c. An equivalent combination of education and related experience will be considered for all grades.
2. Minimum of two (2) years' experience in program planning and grant writing.
3. Demonstrated success in securing grant awards preferred.
4. Demonstrated ability and experience in the development and oversight of Tribal grants, and agreements.
5. Demonstrated mathematical skills, both written and oral.
6. Must have strong oral and written communication skills, and demonstrated ability to use computer data and word processing programs as professional tools.
7. Must be able to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
8. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
9. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
10. Has displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
11. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
4. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
5. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
6. Must adhere to the policies and procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_