



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## EVENT COORDINATOR

### Position Description

<b>Opens: February 19, 2025</b>			
<b>Closes: March 04, 2025</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Community Health Program Manager
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Family Health-Nett Lake, MN
<b>Pay Range:</b>	Min: \$17.02 Mid: \$21.28 Max: \$25.53	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	05/30/2024
<b>Indian Child Protection Background:</b>	No	<b>Revised Date:</b>	05/30/2024
<b>Telecommute:</b>	Up to 25% may be possible		

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Community Health Event Coordinator performs a higher level of administrative duties including the coordination of special projects and event planning. This position requires the ability to anticipate tasks that need to be completed and to work independently with initiative to accomplish tasks while simultaneously completing the daily routine work.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Aid in the coordination of offices services such as record control, information gathering and other routine office work.
2. Perform delegated responsibilities to assist the Community Health Department, exercising independent judgment or decision-making as the situation warrants.
3. Plan, coordinate, and schedule meetings involving the Community Health Department and collaborating partners.
4. Make changes to schedules as deemed necessary.
5. Identify and create event calendar for Community Health Department and collaborating partners.
6. Coordinate all aspects of events, including booking space, food and beverage service, audiovisual needs, event signage, event marketing, room layout, emcee, speakers, spiritual advisor, drum group, travel to and manage on site production of events, etc.
7. Propose new ideas to improve the event planning and implementation.
8. Identify persons to serve on the event committee.
9. Create a budget for the event, based on the approved budget of the funding source.
10. Record management both hard copy and electronically.

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11. Provide a variety of routine and complex clerical, administrative and technical work in the administration of the Community Health Department.
12. Research, compile, and prepare data for reports.
13. Assemble materials; prepare agendas, and record minutes and action items for various meetings.
14. Coordinate activities for Community Health department.
15. Assist with travel arrangements for Community Health staff.
16. Receive and distribute incoming mail and faxes.
17. Order and maintain inventory of office supplies, equipment and machines.
18. Answer multi-line telephone system directing caller to destination.
19. Greet visitors; ascertain nature of business and direct visitors to the appropriate staff person.
20. Type or prepare letters, memorandums, forms and reports from handwritten notes or verbal instructions, proofreading for accuracy.
21. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
22. Other job-related duties as assigned by supervisor.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Six months of experience in health care, public relations, human services, event planning, or marketing work.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• A.A. degree from an accredited college, administrative support certificate/diploma is required.</li><li>or</li><li>• Two years of experience in event planning, administrative support, or program planning and implementation in lieu of education.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must have a valid Minnesota driver's license and have personal auto insurance.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Must be able to develop a project budget and monitor expenditures.</li><li>• Ability to generate spreadsheets, flyers, and other public materials.</li><li>• Understand and respect the importance of confidentiality and HIPAA regarding health information.</li><li>• Ability to respond quickly to changing situations and deal with stressful situations.</li><li>• Excellent oral and written communication skills.</li><li>• Ability to analyze and interpret complex information.</li><li>• Ability to establish priorities and multi-task.</li><li>• Strong organizational skills with attention to detail and the ability to prioritize.</li><li>• Must have a strong computer background with skills and proficiency in Microsoft Office and other platforms.</li><li>• Have the ability to express creativity and demonstrate initiative.</li><li>• Must have the ability to deliver oral presentations and procedures on related topics.</li><li>• Must have the ability to exercise good judgment and decision-making skills.</li><li>• Must have the ability to produce reports and letters as requested.</li><li>• Must have the ability to communicate with the public, have strong interpersonal skills and present a professional demeanor in all interactions.</li><li>• Must be accountable, dependable, reliable, flexible to travel and work overtime when requested.</li><li>• Must have the ability to work and contribute as a team member.</li><li>• Must have a valid MN driver's license and have personal auto insurance.</li></ul> |

### PREFERRED QUALIFICATIONS

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- None.

### WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.