

**GREAT LAKES INTER-TRIBAL COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b>	Outreach Training Coordinator - SBTA	<b>Department:</b>	Economic Development
<b>Location:</b>	Central Office at Lac du Flambeau WI	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Program Director - SBTA	<b>Salary Grade:</b>	50
<b>Status:</b>	Part-Time/LTE/No-Benefits	<b>Date:</b>	October 2016

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***Position Summary:***

Develops and delivers outreach education & training in tribal communities that will meet the community and individual Native American small business owners and entrepreneurial needs, in the following areas – business readiness/planning; financial/business management and business office operations; sales and marketing; financial literacy topics including cash flow management, budgeting, credit/debt, capital access, pre and post borrower; job prep/skills, and other related training as directed. Responsible for curriculum development and cataloging of all teaching materials and learning tools associated with workshops; pre and post measurement of learning and participation; and event coordination. Does client referrals to Program Director for individual one-on-one business development technical assistance. Also responsible for administrative office work necessary to support department workload.

***Principal Duties and Responsibilities:***

1. Designs and implements a system that will identify the outreach based training needs of tribal community residents. Develops outreach based training that will respond to the identified needs of each tribal community.
2. Develops curriculum, teaching tools, handouts, presentations and other materials necessary to support training development and delivery. Researches, locates, identified and acquires additional credible teaching aids from external sources to be used in conjunction with this program including text/hand/workbooks, multimedia visual aids, computer tutorials, demo models, reference works. Identifies material for *new* training programs; reviews, evaluates, and modifies existing and proposed programs. Compiles and maintains complete, up-to-date training course packages for all course offerings. Prepares and distributes training manuals and other training aids.
3. Develops and maintains a current, organized teaching and resource library for each workshop, educational/training session.
4. Plans, organizes, and conducts all aspects of the education/training program in conjunction with an annual work plan; and under the direction and oversight of the Program Director.
5. Delivers training; teaches. This may include a wide range of teaching tools for each individual event/topic; as well as employ various delivery methods from in-person to distance learning.

6. Does all aspects of event coordination and logistics, including scheduling, facility booking; physical set-up/tear-down; recruiting and arranging qualified external instructors; advertising/marketing; participant recruitment and registration. Coordinates all necessary support for the event, including AV equipment needs and maintenance with IT or other appropriate staff. Maintains all audiovisual equipment as necessary instructional sessions.
7. Develops and administers an on-going effective means of measuring the effectiveness of all training programs administered including pre and post surveys, skill measurement, evaluations, learning outcome summaries, reporting.
8. Identifies and utilizes a local training outreach site/liaison at each Wisconsin tribe, for effective outreach, delivery and participation. Maintains this working relationship closely; collaborates for delivery and utilizes this local partnership effectively.
9. Administers and maintains an effective referral feeder system, of clients to Director for specific technical assistance and/or business products.
10. Completes all program documentation and/or reports as required and necessary.
11. Adds resources, content to website or other electronic databases/sources as necessary. Writes and/or provides communication pieces to be utilized for a newsletter, website, blog, etc.
12. Seeks methods of program sustainability, including course accreditation, fee for services and determines relevant sources of grant and/or partnership funding or in-kind contributions.
13. Provides one-on-one technical assistance to individual clients as directed.

***Additional Duties and Responsibilities:***

1. Routine travel to Wisconsin Tribal outreach sites to deliver products/services; and to/from GLITC, Inc. Central Office in Lac du Flambeau, WI.
2. Engages in activities to upgrade professional/technical skills, locates relevant professional resources and forms collaborative partnerships to facilitate delivery of financial literacy, small business and job skill/seeking training services.
3. Assures that all services are delivered in a culturally competent manner.
4. Builds community coalitions and partnerships while collaborating with a diverse network of community/state/federal agencies through networking activities, educational training conferences to strengthen program.
5. Attends all mandatory meetings – GLITC, Tribal, Partner and otherwise as directed.
6. Attends training/technical conferences and seminars; participates in webinars as necessary to stay current on technology and industry topics to perform job efficiently and effectively.

7. Performs other duties as necessary to fulfill the responsibilities of the position.

***Working Relationships and Scope:***

Reports to the Program Director - Small Business Technical Assistance Program. Significant planning and collaboration with Director for annual delivery of services; prior to delivery/implementation. Frequent contact with Wisconsin Tribes, tribal members and tribal departments. Infrequent contact with other GLITC departments, program directors, and employees for the purpose of obtaining and providing information on a variety of topics. Regular contact with vendors, suppliers, and consultants. Works with several partners to leverage program and for best collaborated delivery of services throughout the State.

***Performance Dimensions:***

Supports mission of Great Lakes Inter-Tribal Council, Inc. Demonstrate a good understanding of tribal customs, traditions, values, and beliefs. Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and development of good working relationships with others internal and external to the Agency; honesty and integrity in the execution of all activities; customer satisfaction with services provided; maintain and comply with all GLITC policies and procedures; reliability in reporting to work regularly and on time; soundness of business decisions made; maintain the integrity of confidential business information; stay current in field and utilize that information where practical. Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

***Knowledge, Skills and Abilities:***

Bachelor's Degree in business or education, with experience in adult education/training and business management preferred; or an acceptable combination of education and equivalent experience in teaching/training delivery and business management.

- Any bachelor's degree & 3 years experience in business management; teaching/training
- 2 years post secondary education & 5 years experience in business management; teaching/training

Training certification in small business and job based training skills. Business finance experience preferred. Experience using electronic and distance learning technology such as ITV, smart boards, etc. preferred. Experience working in a Native American/Tribal oriented organization and/or non-profit agency desirable. Grant writing experience desirable.

Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; strong team work skills and problem solving skills and techniques; ability to manage time effectively; self- motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to read and interpret detailed technical information and communicate this information to technical and non-technical individuals. Must be able to perform basic and advanced math (add, subtract, multiply, divide, decimals, fractions, algebraic, geometric calculations). Must possess and maintain a valid driver's license and reliable transportation and adequate insurance. Must have a flexible schedule and be able to travel. Must have and utilize own cell phone.

***Equipment Operated:***

Utilizes a PC and computer printer for word processing, spreadsheet, e-mail, Internet/Intranet access, operate video conferencing equipment and other specific applications. Utilizes a keyboard, telephone, fax, office copier, calculators, audiovisual equipment, and other general office equipment. Utilizes electronic and distance learning technology (such as ITV, webinars, smart boards, etc.) to develop and deliver training.

***Working Conditions:***

Work is performed mainly in an office environment and/or classroom with minimal exposure to injury. Frequent travel is required to execute the functions of this position. Position requires bending and lifting up to 15-20 pounds. Occasional requirement to lift up to 50 pounds at waist level. Regularly scheduled work hours are Monday through Friday 8:00 AM – 4:30 PM. Work weeks can be flexible, and are dependent upon the annual work and delivery of service plan; done in collaboration with the Program Director. There will be some variation in work hours due to travel, special projects, deadlines and other requirements. Deadline pressure is an integral part of the job. Frequent mental and visual concentration required for computer usage and reading/assimilating complex and technical computer information. High degree of receiving and giving out detailed information through verbal and written communication. Alternately walking and sitting throughout workday. GLITC, Inc. does exercise Native American preference in their hiring practices.

***Acknowledgement:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

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Received by Employee

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Date