

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-092 Issue Date: 05-20-16 Closing Date: 06-03-16

Outreach Specialist (2) Positions

(1) Position requires Bilingual fluency in English/Yakama

YN Land Buy-Back

Hourly Wage: \$15.29/Regular/Full-Time

Contingent upon Funding

The Specialist position is part of the outreach program responsible for assisting landowners and educating them on the LBBP. This position will work with the Yakama Land Buy-Back Program Manager and Coordinator to develop and implement a targeted outreach approach to create increased awareness of the Yakama Land Buy-Back Program, enhance participation, participate in outreach events and meet with landowners one-on-one. The Specialist must have an outgoing personality with a desire and passion to educate landowners on the Yakama Land Buy-Back Program. The position requires strong communication, public speaking and presentation skills and the ability to work closely with other co-workers and the general public.

Knowledge, Skills and Abilities:

- Ability to multi-task efficiently.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Excellent written and verbal communication skills.
- Ability to proficiently use the internet to conduct research.
- Excellent time management and organization skills.
- Experience collaborating with staff and teams.
- Willingness to travel by car.
- Ability to learn about the LBBP in order to properly educate landowners.
- At least one year of general office experience with an emphasis on serving the public.
- Ability to sufficiently use the Microsoft Office Suite (Outlook, Word, Excel) and other internal software as required by the position.
- Ability to sufficiently use computers, phones, tablets, printers, and copiers, and other office hardware as required.
- Bilingual fluency in English/Yakama is required.

SPECIAL REQUIREMENTS:

- Minimum of a High School Graduate or equivalent.
- Must have a valid Washington State Driver's License.
- Must have or the ability to obtain a Yakama Nation Tribal Driver's Permit.
- No felony convictions or disqualifying criminal histories.
- Must be able to pass a drug/alcohol test in accordance with Yakama Nation Drug/Alcohol Policy.
- Notary Public or ability to receive the designation.
- Enrolled Yakama Preference