

Tribal Capacity Building Program – Entry Level Grants Coordinator/Accounts Receivable Clerk Job Description

Job Title:

Coordinator/Accounts Receivable Clerk

Background:

The Fort Bidwell Indian Community Council (Tribe) is participating in a Tribal Capacity Building grant program as part of the Sierra Nevada Conservancy's Regional Forest and Fire Capacity Building Program. We are seeking to add a member to our tribal staff who will participate in a year-long Capacity Building program. The program will include a series of workshops, one-on-one assistance, and partnership building and networking opportunities designed to develop skills to assist the Tribe in obtaining future grant funding, implementing grants, managing programs, engaging in multi-agency efforts and being successful in other critical areas.

Duties and Responsibilities:

- Actively engage in the year-long Tribal Capacity Building Program, including attending a series of virtual workshops, one-on-one assistance sessions, and networking opportunities.
- Develop and implement capacity building strategies, including writing new grants, creating grant management workflows, participation in partnership meetings and meeting other critical needs as they arise.
- Grant writing activities include research opportunities, developing programs and/or projects, and **submitting** applications and all necessary documents.
- Development and improvement of grant administration workflows such as financial recordkeeping and reporting, deliverable tracking and narrative report submissions.
- Meet with tribes, agencies and local partners to collaborate, develop and prioritize projects and/or relevant programs.
- Build and maintain effective relationships with SNC staff, other Tribal Capacity Building Program participants, and relevant tribes, tribal entities and stakeholders.
- Share the Tribe's expertise with other Tribal Capacity Building Program participants and relevant tribes and tribal entities.

- Participate in partnership building activities and use these opportunities to advance tribal interests and goals.
- Ensure adherence to grant requirements, program guidelines, and reporting obligations.

Qualifications:

High School Diploma, Microsoft Office (Word, Excel, Outlook), Accounts Receivable, attend all scheduled meetings from February 2025-January 2026 twice a week, complete all assignments, filing, record keeping, and additional assignments provided by supervisor. Preference given to tribal members

Compensation and Benefits:

- Compensation for this position is \$24 – \$30 per hour.
- Eligible for pay increase after a 90-day probationary period.
- The compensation package includes, medical, dental, vision, vacation, sick leave and paid holidays.