



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JUNE 26, 2012

#63-12

VACANCY ANNOUNCEMENT

DEPARTMENT: LIBRARY

JOB TITLE: EARLY LITERACY COORDINATOR

SALARY: \$12.00 PER HOUR AT 20 HOURS PER WEEK-PART TIME

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: In order to develop a model Early Childhood Development System that works across sectors, the First Things First Colorado River Indian Tribes' Regional Council has funded the CRIT Library-Archives a Community Based Literacy grant in order to enhance Early Literacy and provide family support. The overall goal is to provide a consistent and effective system to improve school performance, reduce dropout rates and create higher qualified and more productive citizens. To afford the children to enter school appropriately developed, healthy and ready to read and succeed. Funding is provided to supplement funds for a part-time position to advocate for and support meaningful and sustainable improvements and outreach to all sectors of the community.

DUTIES & RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Under the direct supervision of the Director, CRIT Library-Archives Early Literacy Coordinator (ELC) manages and administers the programmatic and daily functions of the Community Based Literacy grant. The ELC will be responsible to schedule early literacy activities, implement research based strategies and engage participation by way of creating working collaborations with community agencies including La Paz County Crisis Shelter, families and potential stakeholders as well as those identified in grant for the promotion of Early Literacy and Early Childhood Development. Schedule/prepare for community events, attend meetings and training workshops as directed by the Director.

Provide educational awareness and disburse information on Early Literacy and Early Childhood Development to maximize resources and improve outcomes. Prepare, monitor and process accurate monthly and quarterly reports and maintain files for all outreach contacts.

Have ability to exercise considerable judgment and discretion in establishing and maintain good working relationships with the general public, funding agencies, program supervisors, staff and work harmoniously with co-workers.

QUALIFICATION & KNOWLEDGE REQUIRED:

Must have a High School Diploma or GED. At least two (2) years experience working with families of children birth to five years old or within an early childhood development setting (health experience may be considered). Demonstrate ability and knowledge of computers, writing, and accounting skills. Must be punctual, dependable and possess a valid Arizona's Driver's license. Attend out of area training; have knowledge about the community within the Colorado River Indian Reservation and Town of Parker. Must possess experience working with the tribal community and be inclusive of culture and sensitivity to traditions of said community. ELC must practice good organizational skills, be task oriented and self-motivated.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.