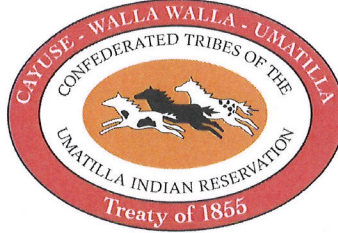


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Transition Coordinator

**SALARY:** Pay Range: 7-8  
\$52,114.00 to \$62,400 annual  
DOE/DOQ

**DEPARTMENT:** Workforce Development Department

**LOCATION:** Nixyáawii Education Center, Mission OR

**EMPLOYMENT STATUS:** Full-time with a benefits package  
Covered Status  
Background check required  
Exempt

**SUPERVISED BY:** Higher Education Manager

**OPENING DATE:** August 4, 2025

**CLOSING DATE:** August 25, 2025

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (Confederated Tribes).

**GENERAL STATEMENT OF DUTIES**

The Transition Coordinator supports members of the Confederated Tribes and affiliated community members in achieving their educational and career goals by providing instruction, academic coaching, and workforce readiness assistance. A key responsibility is leading the Confederated Tribes Summer Youth Program (SYP), which connects young Tribal members with job placements, career development resources, and hands-on work experience. This position requires classroom management skills and the ability to deliver classroom instruction to a variety of learners.

**EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

### **Academic Coordinator (60%)**

1. Facilitate the Confederate Tribes General Education Diploma (GED) and offer adult introductory education in alignment with annual work plan objectives.
2. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
3. Organize instruction using learning objectives with clearly defined student outcomes and select culturally responsive teaching strategies and assessment tools.
4. Regularly monitor student learning to identify potential learning gaps and pace instruction accordingly.
5. Maintain a working knowledge of research-based teaching methods, GED subject material/testing requirements, and statewide initiatives (i.e., HB3068, OAR 589-007-0400).

### **Workforce Transition Coordinator (40%)**

6. Coordinate and lead the Confederates Tribes Summer Youth Program (SYP) in alignment with annual work plan objectives and maintain compliance with standard operating policies and procedures.
7. Foster strong relationships with internal/external programs and organizations to expand summer employment opportunities for Tribal youth.
8. Coordinate with site supervisors to anticipate needs, resolve conflicts, and achieve shared goals, monitor youth worker performance and placement site experiences.

### **General**

9. Cultivate a respectful working/learning environment, maintain compliance with the Family Educational Rights and Privacy Act (FERPA), and adhere to department-specific expectations or procedures.
10. Work to complete project-level deliverables and prepare reports on accomplished work promptly.
11. Review and comment on operational documents associated with the Department of Education.
12. Communicate program goals/expectations to participants and provide timely feedback to students, families, community partners, and appropriate Confederated Tribes employees.
13. Act as an advocate, mentor, or academic coach for tribal members and initiate referrals to tribal/non-tribal community resources and assistance programs based on demonstrated needs.
14. Maintain accurate programming records and utilize culturally responsive subject matter/material that is current, relevant, and meets industry standards.
15. Promote high levels of achievement to individual skills and abilities of students/youth workers.
16. Facilitate group presentations or 1:1 coaching that foster academic success or workforce readiness.
17. Plan and lead community outreach efforts (i.e., GED open houses, adult introductory education/work source workshops) and develop public-facing media with the Confederated Tribes branding guidelines (i.e., KCUW, CUJ, social media, flyer distribution).
18. Collect and utilize data to make informed programming decisions and use electronic systems and applications related to the job.
19. Attend training(s) that will augment the skills needed to perform essential duties/responsibilities and maintain current endorsements, certifications, or credentials required for the position.
20. Carry out other duties assigned by the program manager.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Possess a bachelor's or master's degree in arts and humanities, education, STEM, social work, or related fields with at least (1) year of classroom teaching experience **OR** a current industry-recognized credential in career and technical education, workforce development, or related fields with at least (2-3) years of experience in workforce development or student success services.
2. Must demonstrate the ability to deliver instruction in a variety of classroom settings (i.e., small or large groups, 1:1 tutoring) and capacity to align teaching strategies with UDL guidelines.
3. Demonstrate knowledge of and capacity to provide work source services.
4. Must have a working knowledge of and ability to implement motivational interviewing techniques, standardized progress monitoring methods, and conduct needs assessments.
5. Demonstrate experience coordinating within professional networks and collaborating with community partners to achieve shared goals.
6. Proven community engagement/outreach and event planning experience.
7. Demonstrate experience navigating difficult conversations, complex situations, and systematic barriers using sound judgment, critical thinking, and problem-solving skills.
8. Must have strong interpersonal and communication skills, with the ability to create clear, well-structured reports, emails, letters, and promotional materials for marketing/outreach and address the public.
9. Must have record-keeping and data management/evaluation experience.
10. Proficiency in computer software and office technology, including Microsoft 365, Canva, Adobe Pro, search engines, and other Office Suite applications.
11. Must be self-motivated and capable of working independently and as part of a team with minimal supervision.
12. Proven ability to manage multiple projects and complete assigned tasks/duties effectively.
13. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

**PHYSICAL DEMANDS:**

1. Ability to stand and walk around for a long time
2. Ability to sit in automobiles and airplanes for travel related to the job.
3. Ability to work evenings and/or a flexible schedule, as necessary.
4. Ability to lift to 25 pounds above the shoulders.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

**SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.



2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).

6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

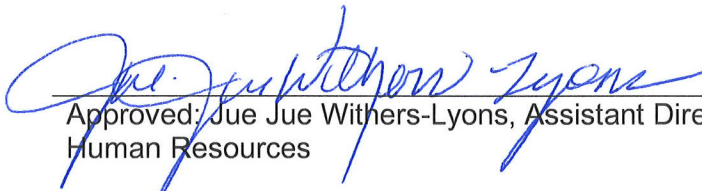
#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruiting  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

8/4/2025  
Date

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#### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

