



NINETEEN TRIBAL NATIONS

Innovative Workforce Solutions

JOB ANNOUNCEMENT

- Job Title:** Program Operations Coordinator
- Salary:** \$30,000/Program Year plus travel reimbursement in accordance with Nineteen Tribal Nations Workforce Development Board (NTNWDB) Travel Policy and reimbursement for business expenses such as copying and printing.
- Job Summary:** Provide WIOA program related technical assistance and training to tribal entities within the Nineteen Tribal Nations Workforce Development Area (NTNWIA). Monitor and evaluate performance in relation to approved performance measures and recommend actions.
- Under direct supervision of the NTN Executive Director.
- Duties/Responsibilities:**
- Conduct quarterly review/analysis of each tribal area's WIOA enrollments.
 - Conduct quarterly review/analysis of each tribe's and NTNWDB's performance for each of the required WIOA performance measures. Submit written quarterly reports, or more often as needed and/or requested, to the NTNWDB and NTN Executive Director summarizing program operations, problems, and performance deficiencies with recommended actions.
 - Provide technical assistance to each tribe, as needed, to correct or improve performance or program operations. Technical assistance will be provided via telephone or email when possible.
 - Follow up with individual tribes to ensure that identified performance and data issues are corrected within thirty (30) days of applicable notification.
 - Perform a leading role with the NTN MIS Task Force, ensuring that identified errors are corrected in a timely manner, and recommend actions for tribes.
 - Make presentations at meetings, training academies, and conferences as requested.
 - May provide initial training for tribal staff on the State Data Reporting System, and may provide ongoing refresher and update training on an as-needed basis for new staff.
 - Prepare and submit special reports as requested.
 - Attend quarterly NTN Directors' and NTNWDB Meetings.
 - Attend NTN Special Operations Committee (SOC) Meetings as requested.
 - Prepare and present a written summary report of activities at NTN Directors' and NTNWDB Meetings.

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.

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Provide on-going program-related technical assistance and/or training as appropriate or when requested.
Report to the NTN Executive Director.

This is a part-time position with no benefits.

Application Submittal: Submit resume or letter of interest to:
Ronnie D. Trusley
NTN Executive Director
4206 S 62nd Ln
Phoenix AZ 85043-1904

OR

rtrusley@cox.net

Application Deadline: June 18, 2018

Questions: Contact Ron Trusley at (602) 510-9671.

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