



Cow Creek Government Office

Position Description

Position Title: Tribal Enrollment Coordinator

Department: Administration

Reports To: Executive Administrative Assistant

FLSA Designation: Non-Exempt

POSITION PURPOSE:

The Enrollment Coordinator will be responsible for assisting in the administration and oversight of the Tribe's Enrollment Ordinance and related documents. The Coordinator shall collaborate and work in conjunction with the Executive Admin Assistant to the Board of Directors. Adhere to all tribal, federal policies and procedures. Meet with Tribal Administration to maintain formal approved enrollment records of eligible tribal members.

ESSENTIAL FUNCTIONS:

- Maintains the tribal database records and filing systems. Encodes, retrieves, and analyzes tribal enrollment records in the tribal database. Creates and presents written and/or oral reports as needed.
- Maintain confidentiality and accuracy of tribal enrollment applications, records, and data.
- Update the membership roll to add newly enrolled members.
- Provide enrollment application services to individuals requesting enrollment. Assist with completion of enrollment applications materials and address basic questions regarding enrollment process.
- Coordinates DNA testing for enrollment.
- Issue tribal identification cards as appropriate including, council, enrollment, and spouse ID's.
- Does preliminary research, as needed, to determine and verify Cow Creek tribal affiliations. Performs research relating to the eligibility of applications for membership and drafts recommendations based on the research.
- Maintains ongoing enrollments and update information such as address changes, name changes, paternity affidavit, ICWA, etc.
- Perform general office duties to support the Executive Admin which include answering phones, stuffing envelopes, generating labels, check requests, running reports from Tribal Database, generating labels, filing and copying.
- Attend General Council meetings when needed.
- Other duties as assigned.

QUALIFICATIONS:

- Associates degree or equivalent work experience in tribal programs.
- Experience establishing or maintaining a tribal roll preferred.
- Must have computer knowledge experience including experiences with PC databases, spreadsheets, internet, and word processing.
- Knowledge of Cow Creek values, history and culture and ability to apply this knowledge to all communication with tribal members.
- Be knowledgeable of tribal government and tribal ordinances
- Able to conduct oneself to the highest standards of confidentiality in all aspects of this positions duties.