



Job Posting

Job title: Training Center Coordinator

Location: Pala, CA

Application Deadline: Open until filled

Compensation: \$31.25/hour

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Guaranteed through August 2027 (*Grant funded*)

WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO WE DO NOT OFFER ANY REMOTE POSITIONS.

Job Summary

Under the general direction of the Director of Technology of SCTCA, the National Telecommunications and Information Administration (NTIA) Digital Equity Training Center Coordinator, will be responsible for overseeing the day-to-day operations of the Digital Equity Training Center. The position will lead and provide overall management and direction of the grant, including training development and supervision of the budget, as well as ensuring objectives, timelines, and compliance are being met with stated objectives of the project. Additionally, be responsible for development and implementation of policies and procedures as it pertains to the goals of the program, as well as coordinating and integrating with other collaboratives within SCTCA. This position is exempt and will manage staff and will work with consultants and project partners during implementation.

This project will allow for our SCTCA's Tribal communities to move forward in planning for future high-speed internet infrastructure projects and promoting internet use and by creating a Digital Equity Training Center, disseminate telehealth monitoring devices working with Indian Health Council, distribute community member devices, and provide pre-payment of broadband services.

Essential Functions

1. Successfully lead and manage NTIA grant through its completion.
2. Oversee the grant allocation and finances to ensure project progression is on time and within budget.
3. Be responsible for the procurement of computers, hardware, and other materials necessary for a Computer Literacy Training Program.
4. In collaboration with SCTCA's Tribal Digital Village (TDVNet), identify, develop, and implement a computer literacy training program that meets the goal of the NTIA grant.

5. Interact with clients ranging from home owner subscribers to Tribal Leaders at the Digital Equity Training Facility
6. Perform work in both indoor and outdoor situations and maintain professionalism in both environments.
7. Communicate verbally and in writing with planning team and clients.
8. Observe strict confidentiality of all program and customer information.
9. Perform other duties as assigned.

Job Requirements and Qualifications

Education

Minimum- High School Diploma or GED with extensive experience in Program Management.

Preferred – Bachelor’s or Master’s Degree in Education, Business Administration, Information Technology, or a closely related field.

Experience

Must have at least 2 years of experience in project management. Some experience in curriculum development and training. Budget experience a plus.

Knowledge, Skills & Abilities

Knowledge of Computer Literacy Training. Must be computer (Mac and PC) and Internet proficient. Communication and presentation skills, including writing legibly to prepare neat and accurate records. Additionally, knowledge and understanding the history and contemporary issues of Native peoples.

Certificates & Licenses

Valid California Driver’s License with driving record acceptable to SCTCA’s insurance. CPR/First Aid Certified.

Conditions of Employment

Candidates are required to successfully complete required background check, including Live Scan and drug screening. Must have own reliable transportation.

Other Information

In addition to the essential duties listed above the Training Center Coordinator is expected to:

- Demonstrate efficient time management and prioritize workload daily. This person must have the ability to work with minimal to no supervision.
- Problem-solve in various situations and use critical thinking.
- Consistently produce a high-quality level of work.
- Consistently report to work on time prepared to perform the duties of the position and meet deadlines.

- Learn new information and techniques regularly.
- Be flexible to work some evenings and weekends when the workload requires.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 26 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures. B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must **submit verification of Tribal affiliation with your application.**