Community Center Coordinator

The United Auburn Indian Community (UAIC) is currently seeking a Community Center Coordinator for our Community Services Department. As a federally recognized Native American tribe, UAIC is committed to enhancing the well-being of our Tribal Members, employees, and the surrounding communities. Join us in a supportive environment where tradition is honored, and innovation is encouraged.

Why UAIC:

- Health and Wellness Benefits: Enjoy 100% employer-paid Medical, Dental, and Vision coverage for you and eligible family members.
- Retirement Planning: We contribute to your retirement account starting at 4%.
- Work-Life Balance: We value your personal time with fifteen (15) paid holidays and four (4) weeks of accrued PTO in your first year.
- On-Site Amenities: Benefit from complimentary on-site breakfasts & lunches, fostering a sense of community and convenience.

How to Apply:

Ready to make a meaningful impact? Visit UAIC Careers to apply online

Position Summary

The Community Center Coordinator serves as a key support role within the UAIC Community Services department, working under the direction of the Community Center Manager. The Community Center Coordinator supports the implementation and coordination of events and activities designed to strengthen community engagement among United Auburn Indian Community (UAIC) Tribal Members. This role assists with recreational programming by coordinating logistics, scheduling, transportation, communication, and event operations. The coordinator works closely with tribal members, staff, and partners to create positive, enriching, and culturally aligned experiences for all participants.

Job Functions

Essential Functions

- Assist with coordinating schedules to support daily operations and provide staffing coverage at the UAIC Community Center and Recreation Center..
- Coordinate logistical arrangements for program activities, including securing venues, coordinating catering, and arranging supplies and equipment to support efficient daily program operations.
- Provide transportation to tribal members and staff as needed, safely operating a company vehicle to and from events, activities, and program-related functions.
- Attend and support scheduled programs, events, and outings as assigned.
- Serve as the Arts and Crafts Ambassador for the program, overseeing organization, upkeep, and functionality of the craft room.
- Coordinate all fitness activities, oversee gym cleanliness and equipment upkeep, and collaborate with fitness professionals to enhance programming and the overall Community Center gym experience.
- Coordinate and support a wide range of recreational activities, including but not limited to archery, paintball, batting cages, disc golf, axe throwing, and other activities at the Baltimore Ravine facility.

- Submit PO and PCard requisitions through Laserfiche Forms in accordance with organizational processes.
- Coordinate the preparation and processing of contracts for outside vendors, ensuring full compliance with organizational policies and procedures.
- Coordinate the collection, organization, and maintenance of participant liability waiver forms.
- Create program flyers and promotional materials for upcoming events, leagues, and informational purposes.
- Capture photos and videos of community events and activities for documentation and promotional use.
- Engage with tribal members and guests to ensure a positive and enjoyable program experience, providing support and assistance as needed.
- Build positive relationships with tribal members and encourage consistent participation in activities.
- Research potential activities and events, obtain quotes, and assess off-site facility requirements.
- Communicate effectively and professionally with other departments and team members across the organization.
- Provide detailed participant feedback and suggestions for program improvement to the Community Center Manager and Teen & Adult Program Manager.
- Offer a warm, welcoming greeting to all tribal members entering the facilities or participating in events.
- Serve as a point of contact for member inquiries about programs, classes, events, and workshops.
- Track event participation, manage sign-in sheets, and compile attendance and participant feedback to support program evaluation.
- Coordinate meeting logistics, including agenda preparation, reminders, and follow-up documentation.
- Coordinate with vendors, presenters, cultural instructors, and other partners to ensure smooth event and workshop delivery.
- Maintain and update departmental files, including contact lists, calendars, and program records.
- Support the Managers in fulfilling tribal member requests, preparing reports, and documenting program impact.
- Maintains accurate program records.
- Occasional travels to cultural sites, museums, or in the community where events take place. Although rare, overnight travel may be required.
- Attends all department meetings
- Perform related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Understanding effective communication and outreach strategies, including traditional and digital media.
- Familiarity with Tribal cultural activities and sensitivity to cultural protocols.
- Basic knowledge of travel coordination and logistical planning for group events.
- Awareness of UAIC governance structure, particularly the function of Tribal events and activities.

- Understanding of file and data management for event tracking and reporting.

Skills

- Strong written and verbal communication skills, including the ability to write for newsletters, social media, and promotional materials.
- Highly organized and detail-oriented with the ability to manage multiple projects and deadlines.
- Skilled in event coordination, scheduling, and community outreach.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint); experience with Canva, InDesign, or similar design platforms is a plus.
- Comfortable using email marketing platforms (e.g., Mailchimp), digital calendars, and social media tools.
- Strong interpersonal skills, especially with community-facing roles.

Abilities

- Ability to engage respectfully and professionally with Tribal members of all ages.
- Ability to prioritize tasks and work both independently and collaboratively.
- Ability to adapt to changing schedules, cultural needs, or unexpected event changes.
- Ability to maintain confidentiality and follow established UAIC policies and procedures.
- Ability to travel and support in-person events, including occasional evenings and weekends.
- Ability to hold a current DOT medical certificate.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- An Associate's Degree and two years of comparable work experience or four years of comparable experience may be substituted in lieu of a degree "required".
- Valid California driver's license.

Preferred qualifications:

- Bachelor's Degree in a related field.
- Familiarity with Native American communities, preferably California Tribal communities.
- Knowledge of media platforms and publication processes within Tribal government or community organizations.

Working Conditions

While performing the duties of this job, the employee is occasionally required to stand; walk more than half a mile; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

Please visit https://www.auburnrancheria.com/careers/ to apply