

JOB DESCRIPTION

POSITION:	Workforce Development Coordinator
COMPENSATION:	\$60,000 to \$65,000
SUPERVISOR:	Planner/Data Analyst
JOB SITE LOCATION:	Eureka, CA (with regional travel)

POSITION SUMMARY

The Workforce Development Coordinator supports NCIDC's regional workforce initiatives by coordinating Tribal engagement, strengthening partnerships, and advancing culturally relevant career pathways. The position facilitates strategic planning with Tribes and workforce partners, conducts outreach across the four-county service area, and helps develop employment and training opportunities and layoff-aversion strategies. The Coordinator also serves as the liaison for Rapid Response activities, providing outreach, orientations, and technical support to Tribal communities. Internally, the role collaborates with WIOA case managers and the Planner/Data Analyst to track outcomes, monitor labor market trends, and contribute to grant reporting. This position requires frequent regional travel and the ability to build strong relationships with Tribes, employers, and workforce agencies.

REQUIREMENTS: Must have a bachelor's degree in public administration, business, social sciences, or a related field; or equivalent experience. Applicant must have experience working with Tribal governments or Indigenous communities. Must have knowledge of workforce development systems or WIOA programs. Applicants must have effective communication and facilitation skills, the ability to manage multiple priorities, and the ability to establish and maintain effective working relationships with Tribes, partners, and staff. Must be able to travel throughout California.

RESPONSIBILITIES: The Workforce Development Coordinator performs the following tasks:

Workforce Ecosystem Planning & Coordination:

- Facilitate strategic planning sessions with Tribes, the Humboldt County Workforce Development Board, and partner agencies.
- Conduct outreach to all Tribes in the four-county region.
- Support development of culturally relevant career pathways.
- Build partnerships with employers, unions, and training providers.
- Assist in developing apprenticeships and work-based learning opportunities.
- Support NCIDC's annual workforce development summit.

Northern California Indian Development Council, Inc.
241 "F" Street, Eureka CA 95501

Rapid Response Coordination:

- Serve as liaison between Tribes, Tribal enterprises, Native-owned businesses, and Local Workforce Development Boards.
- Conduct outreach to Tribal communities to increase awareness of Rapid Response services.
- Assist in coordinating Rapid Response orientations and information sessions.
- Support development and distribution of Rapid Response outreach materials.
- Monitor economic activity in Tribal regions and identify early warning signs of layoffs.
- Assist with data collection and quarterly reporting to EDD.

Technical Assistance & Community Engagement:

- Provide Tribes with guidance on workforce development resources and layoff aversion strategies.
- Support small and rural Tribes with individualized outreach and navigation assistance.
- Maintain relationships with WIOA Section 166 providers and AJCCs.
- Represent NCIDC at meetings, conferences, and roundtables.

Internal Coordination & Support:

- Collaborate with WIOA case managers to connect clients to training and employment opportunities.
- Collaborate with the Planner/Data Analyst to track outcomes and keep accurate records.
- Contribute to grant reporting and evaluation activities.

PHYSICAL REQUIREMENTS:

- Ability to sit or stand for extended periods.
- Ability to lift up to 25 pounds occasionally.
- Ability to travel long distances by car across rural regions.
- Ability to work in office environments and Tribal community settings.
- Ability to use computers, phones, and standard office equipment.

Northern California Indian Development Council, Inc.
241 "F" Street, Eureka CA 95501

WORK ENVIRONMENT & TRAVEL:

- Office-based with frequent travel to Tribal communities in Del Norte, Humboldt, Siskiyou, and Trinity counties.
- Occasional statewide travel for Rapid Response meetings and conferences.
- Occasional evening or weekend hours for community events.

Native American Hiring Preference Applies; In accordance with P.L. 93-638 and NCIDC policy, qualified Native American applicant.