Community Engagement Assistant

An Exclusive Opportunity for UAIC Tribal Members, Benefited Members & Lineal Descendants Only

The United Auburn Indian Community (UAIC) is currently seeking eligible UAIC Tribal Members and lineal descendant to apply for a Community Engagement Assistant within our Community Services Department. This opportunity is exclusively available to individuals within these groups who have participated in at least one UAIC internship. 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:

- Retirement Planning: We contribute to your retirement account starting at 4%.
- Part-time employees will accrue PTO and Holiday pay at a rate commensurate with regular work hours, or average work hours, as compared to a full-time equivalent employee.
- 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 Engagement Assistant is an entry-level, part-time opportunity for eligible UAIC Tribal Members, Benefited Members, and lineal descendants who have participated in at least one UAIC internship. Under the direction of the Community Center Manager, the assistant supports the Community Center, Teen & Adult Program (TAP), and other Community Services activities through outreach, administrative assistance, and hands-on event support.

The assistant helps encourage participation and recruitment for programs and activities, listens to community perspectives, and shares ideas with department leadership. This position provides support on assigned tasks; managers and the Community Center Coordinator retain responsibility for program planning, event coordination, logistics, and approvals.

Job Functions
Essential Functions

- Encourage participation in Community Services activities and assist with recruitment and outreach by sharing approved program information, invitations, and registration instructions through authorized channels.
- Listen to community interests, ideas, and feedback and share themes and suggestions with the manager; recognize that no one employee speaks for every Tribal Member.

- Assist with creating, updating, and distributing flyers, announcements, and other materials using approved templates and established review procedures.
- Provide event support as assigned, including preparing materials, assisting with registration and sign-in, welcoming participants, setting up and cleaning up activity spaces, and helping staff during events.
- Assist with routine office tasks, including filing, data entry, maintaining calendars and contact lists, preparing meeting materials, taking notes, and organizing program records as directed.
- Enter or prepare purchase order and PCard requisitions in Laserfiche, attach supporting documents, and route requests for review and approval as directed.
- Help communicate assigned information to other departments, vendors, or instructors and gather information or quotes at the direction of the manager or coordinator.
- Assist with attendance records, registration information, and approved participant feedback, following established privacy, recordkeeping, and consent requirements.
- Help research activity ideas and community interests and share findings with staff; help document approved activities through photographs or notes when authorized.
- Attend assigned meetings and training, provide updates on assigned work, and support occasional evening or weekend activities as scheduled.
- Maintain accurate program records.
- Occasional travels to cultural sites, museums, or in the community where events take place. Although rare, overnight travel may be required.
- Perform related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Basic knowledge of Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Basic knowledge of community outreach practices and methods used to share program information and encourage participation.
- Basic knowledge of administrative procedures, including filing, data entry, recordkeeping, and maintaining organized records.
- Knowledge of confidentiality and the importance of protecting personal and sensitive information.

Skills

- Demonstrate effective communication and active listening skills while maintaining respectful and positive working relationships.
- Demonstrate organizational and time management skills, attention to detail, and the ability to follow instructions and meet established deadlines.
- Good written and verbal communication skills, including the ability to write for social media and promotional materials.
- Comfortability in event coordination, scheduling, and community outreach.
- Comfortable using email marketing platforms, digital calendars, and social media tools.
- Strong interpersonal skills, especially with community-facing roles.

Abilities

- Ability to work cooperatively with staff and Tribal Members and seek guidance when needed.
- Ability to work a flexible schedule, including occasional evenings and weekends, as required.
- 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.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- A UAIC Tribal Member, Benefited Member, or lineal descendant.
- Participation in at least one UAIC internship.
- High school diploma or equivalent.
- Basic knowledge of Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Effective verbal and written communication skills to interact professionally and respectfully with Tribal Members, staff, and community.
- Interest in serving the tribal community, supporting activities, and working respectfully with people of different ages and backgrounds.

Preferred qualifications:

- Familiarity with UAIC programs, community activities and UAIC protocols.
- Knowledge of media platforms and publication processes within Tribal government or community organizations.
- Experience using Canva, Adobe InDesign, or similar graphic design platforms.

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, with or without correction, 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