



TRUST BOARD

DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Intake Coordinator
Program:	Trust Board (Community Services and Education)
Employment Status:	Short-Term Contract (12hrs/wk)
Location:	Bartlesville, OK
Immediate Supervisor:	Trust Board Officers
Date Prepared:	7/29/2024

Please send resumes to mholley@delawaretribe.org and bshea@delawaretribe.org

GENERAL DESCRIPTION:

The Intake Coordinator will process applications received for Community Services and Education programs. Duties may vary and is performed through both general and specific delegation from Trust Board.

QUALIFICATIONS:

High School Diploma or Equivalent

Requires a high level of personal integrity and ethics

Requires a high level of organizational skills

Requires ability to use Microsoft Office 365

Requires good interpersonal communication and teamwork skills

Must have own transportation

DUTIES AND RESPONSIBILITIES:

Log and create unique IDs for each Community Services and Education application

Create and log payables for Community Services and Education

Track all budgets for Community Services and Education

Processes applications in a timely manner and engage with applicants if more information is needed for the application to be completed

Prepares packets for Community Services and Education meetings

Prepares Trust Board meeting packets when needed

Receives all phone calls directed for Community Services and Education

Additional duties may be assigned