



Position Title: Coordinator of Neopit Outreach Center	Reports to: Chief of Staff
Department: Campus Support	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code:	Last Updated: September 26, 2025
Location: Keshena Campus	Posting Status: 1st Posting
Grant Funded: Fully Grant Funded	Application Deadline: October 3, 2025

Position Summary: The Coordinator of the Neopit Outreach Center is responsible for leading the strategic, administrative, and programmatic operations of the Center in alignment with the mission of the College of Menominee Nation (CMN). This individual serves as the primary liaison between the Center, internal college departments, and community partners. The Manager develops and implements short- and long-term strategies, oversees staff and facility operations, and ensures excellence in program delivery, compliance, and stakeholder engagement.

Strategic Leadership & Community Engagement

- Provide visionary leadership for the Center's growth, outreach, and partnerships.
- Establish and maintain strong relationships with tribal, regional, and academic stakeholders.
- Represent the Center and CMN in community forums and initiatives.

Program Oversight & Development

- Design, evaluate, and lead programs and services that support student and community needs.
- Oversee the planning, scheduling, execution, and assessment of events and activities.
- Utilize data to inform programming decisions and improve outcomes.

Operations & Facilities Management

- Ensure efficient daily operations, including scheduling, logistics, safety, and facility maintenance.
- Oversee IT, signage, HVAC, emergency systems, and building security in collaboration with campus services.
- Serve as the primary point of contact for all site-level operational concerns.

Fiscal Management

- Develop and manage annual budgets; monitor expenditures and ensure alignment with strategic goals.
- Seek grant opportunities and oversee fiscal reporting for funded programs.

Compliance & Risk Management

- Ensure compliance with institutional, state, and federal regulations, including Title IX, FERPA, and OSHA.
- Identify and mitigate risks related to site operations and programming.

Policy Development & Implementation

- Develop, update, and enforce site-specific policies and procedures.
- Contribute to CMN-wide initiatives for institutional improvement and accreditation.

Team Supervision & Development

- Hire, train, and supervise site staff, interns, and volunteers.

- Foster a team culture of innovation, accountability, and excellence.
- Provide ongoing performance management and professional development.

Strategic Planning

- Participate in the development of and support the college's strategic plans

Position Type/Expected Hours of Work:

This is a full-time position. Standard days and hours of work are dependent upon the requirements of the Center. Upon hire, hours will be Monday through Friday, 8:00 a.m.-4:30 p.m. with differentiated hours based on the Center's needs.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education

- Required – Bachelor's Degree in Education, Business, Public Administration or related field
OR
- At least 10 years of verified experience in program development, leadership, and partnership development.
- Preferred Master's Degree in Education, Business, Public Administration, or related field.

2. Experience

- At least 3 years of experience in project management or development
- At least 3 years of supervisory or management experience

3. Certifications and License-

- Leadership or supervisory training certificates highly desired

4. Specific Skills

- Building relationships and partnerships
- Demonstrated success in program development
- Demonstrated success in strategic planning and community engagement.
- Strong fiscal and operational management skills.
- Excellent interpersonal, communication, and leadership abilities.
- Knowledge of tribal communities and experience in a multicultural setting strongly preferred.

5. Personal Traits

- Dependability, Attendance, and punctuality
- Communication Skills
- Customer Service to Students, Staff, Vendors, and Contractors
- Judgment, Decision Making, and Problem Solving
- Innovation (Continuous Process Improvement)
- Attitude, Enthusiasm, Cooperation
- Managing Change and Adaptability

Supervisory Responsibility:

This position has no supervisory responsibilities.

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is

Work Environment:

While performing the duties of this job, the employee regularly works in an office setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Frequently

-Exposure to office/classroom environment- Occasionally

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment, including copy, scan, print, and fax machines, computers, calculators, and telephones.