



Position Title: <b>Tribal Taskforce Coordinator</b>	Reports to: <b>Associate Dean</b>
Department: <b>Continuing Education</b>	FLSA Status: Non Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Time Benefits</b>
SOC Code:	Last Updated: June 24, 2025
Location: <b>Keshena Campus</b>	Posting Status: 1st Posting
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: April 20, 2026

**Position Summary:** The primary function of the Tribal Task Force Coordinator is to lead in the development and delivery of the Wisconsin Department of Transportation’s Tribal Task Force project. The project is focused on fostering and building the partnership between the agency and all of the Federally Recognized Tribes in Wisconsin. Activities include the coordination and facilitation of meetings, leading subcommittee meetings, fostering annual planning, and the identification and delivery of training opportunities that meet the needs of the agency and the Tribes.

**Position Responsibilities and Duties:**

- Coordinate the annual ITTF strategic planning process and develop subcommittees based upon the planning goals.
- Develop an annual meeting schedule for regular and subcommittee meetings.
- Conduct a needs assessment to identify the delivery of needed training opportunities.
- Maintain all meeting minutes, subcommittee work, and associated files.
- Manage the contract budget to ensure all spending is appropriate and within the scope of the contract.
- Establish the location of meeting/training sites and delivery of materials and equipment needed to effectively deliver the program.
- Complete reporting necessary to keep the appropriate people informed of progress and continuing goals.
- Implement an appropriate evaluation process to adequately assess the effectiveness of the project.
- Assist agency staff with associated project deliverables
- Work individually with Tribes to promote maximum participation and attendance at meetings and training sessions.
- Develop and promote a community (or communication) network which instills the team concept in establishment of cooperative working relationships
- Recruit and contract with training instructors to perform necessary workshops
- Perform other duties as assigned.

**Position Type/Expected Hours of Work:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. through 4:30 p.m.

**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**

- a. Minimum of an Associate's degree in related field required or five years' previous experience in project management.
- b. Bachelor's degree preferred.

**2. Experience**

- a. Meeting facilitation, adult education, community development, or related experience.
- b. Prior experience working with tribal governments.
- c. Prefer grant management and budgeting experience.
- d. Computer, communications (verbal and written), and group processing skills and group processing knowledge
- e. Ability to supervise and evaluate the effectiveness of training instructors
- f. Ability to communicate with different groups and communities
- g. Demonstrate strong team-work skills and techniques
- h. Demonstrate ability to work with and understand contract requirements
- i. Strong interpersonal skills
- j. Good work record

**3. Personal Traits**

- a. Dependability, Attendance and punctuality
- b. Communication Skills
- c. Customer Service to Students, Staff, Vendors and Contractors
- d. Judgement, Decision making and Problem Solving
- e. Innovation (Continuous Process Improvement)
- f. Attitude, Enthusiasm, Cooperation
- g. Managing Change and Adaptability

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**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-Constant

-Exposure to office/class room environment- Frequently

-Exposure to shop or maintenance environment – Never

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

### **Application Process**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three Professional References
- Copy of valid WI driver's license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:  
College of Menominee Nation  
Attn: Human Resources  
P.O. Box 1179  
Keshena, WI 54135  
Or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at <http://www.menominee.edu/careers>

**Posting closes on**

**Monday- April, 20 2026 at 4:30 PM**

NOTE: Pre-employment drug testing is part of the hiring process.