

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: April 4, 2022**

**CLOSING DATE: Until Filled**

**MAT PREVENTION COORDINATOR**

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**JOB STATUS:**

**MAT PREVENTION COORDINATOR**

**Career Field: Medical**

**Pay Range: \$14.57 – \$20.30 per hr.**

**Category: A-3 (Grant Funded through 2024)**

**Status/Term: Full-time, Exempt**

**LOCATION:**

**Penobscot Nation**

**Health Department**

**Classification: Full-time, Regular**

**12 Wabanaki Way**

**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Bachelor's Degree from an accredited institution with a major in communication, marketing or related field

OR

Associate's Degree in a related field with 1-2 years experiences

OR

in lieu of a degree 2-3 years required.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community preferred.

A minimum of one-year experience of project management work required.

Proven ability to utilize a personal computer and demonstrate familiarity with Windows and Microsoft programs required. Must be 21 years of age or older, having not been convicted of a non-traffic misdemeanor within the past year. Applicant must have never been convicted of a felony. Applicant will be required to sign a waiver for background check. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).

- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** MAT Prevention Coordinator

**Department:** Health Department / Medical

**Reports To:** MAT Program Director

**Rate of Pay/Category:** \$14.57-\$20.30 / A-3 (COIPP Grant Funded through 2024)

**Status/Term:** Full-time (40 hours) / Exempt

### ***JOB SUMMARY:***

Plans, coordinates, and tracks all activities related to community awareness and education about culturally-appropriate and family-centered opioid prevention, treatment, and recovery activities.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Plan, coordinate and participate in community awareness activities
- Provide daily oversight of all grant activities
- Knowledge of communication principles, media and marketing techniques
- Manage marketing and outreach to community through various media: website, social media, signage, etc.
- Organize resources and establish priorities
- Develop yearly calendar of programming and events
- Support growth and program development
- Help build positive relations and promote program integrity
- Monitor and approve program expenditures
- Assist with reporting and data collection
- Prepare reports and complete appropriate documentation as required
- Participate in meetings, in-service training, staff development, and other professional growth activities as required or needed
- Perform other related duties as requested

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree from an accredited institution with a major in communication, marketing or related field

OR

Associate's Degree in a related field with 1-2 years experiences

OR

in lieu of a degree 2-3 years required.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community preferred.

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***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (i.e., physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must occasionally lift and/or move up to 50 pounds. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Local travel and some travel outside the area will be required.

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*