



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Tribal Labor Advisory Committee (TLAC) Coordinator
Salary: Commensurate with Education/Experience
Hours: Full-time – 40 hours/week

Job Summary: *The primary responsibility of this position is to coordinate and handle communications according to the scope of the WisDOT contract. The Tribal Labor Advisory Committee is focused on building capacity amongst all stakeholders to enhance and expand Native American labor opportunities on Wisconsin Department of Transportation projects.*

Duties/Responsibilities:

- Complete and submit quarterly and annual reports in a timely manner.
- Coordinate TLAC meetings quarterly, database team meetings, Labor peer exchange and Native American labor exchange.
- Assist with the delivery and development of the Cultural Awareness Training for construction industry and agencies.
- Recruit, coordinate, develop and host trainings.
- Provide direct assistance to graduates interested in advancing to post-training programs.
- Establish and maintain a Statewide Native American Labor website.
- Providing training on utilization of the statewide labor database systems/ Labor Market Information System and link tribal labor programs to job central.
- Manage the budget to ensure all deliverables can be achieved.
- Coordinate, attend and travel for trainings.
- Complete all other duties as assigned.

Qualifications:

- High School diploma or equivalent is **REQUIRED**.
- Valid driver's license **REQUIRED**.
- Associates degree in Business Management, or a minimum of two to five years' experience in program coordination/business transportation **PREFERRED**.

*Pre-employment/random drug tests and a background check will be required for this position.
Native American preference is granted according to PL 93-638*

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: July 19, 2023

Closing Date: Until filled

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