



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 06/03/26
CLOSE: Until Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: TERO TRAINING & DEVELOPMENT COORDINATOR

RESPONSIBLE TO: TERO Director

SALARY: Step Range: 21-32 Annual/Full Benefits
Salary Range: \$52,782 - \$73,062
Hourly Range: \$25.38 - \$35.13

CLASSIFICATION: Non-Management, Regular, Full-Time, Grant Funded

LOCATION: Klamath Tribal Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L 101-630 level

POSITION OBJECTIVES

The TERO Training & Development Coordinator is responsible for supporting the strategic priorities and workforce development by providing administrative, first and second-line participant support to tribal members and other Native Americans for prospective trainings, classes, certifications, internships, work experience, and apprenticeship opportunities provided by the Tribal Employment Rights Office (TERO). Provides guidance and support regarding the above opportunities and assisting in the leveraging of training tools and resources available to further the goals and objectives of the TERO program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinates trainings, certifications, work experience, on-the-job training, internship and apprenticeship opportunities provided by TERO; including, but not limited to: Union level apprenticeships and Internal and external internship opportunities.

2. Coordinates the procurement of training resources, assignment of training project tasks, and the delivery of training.
3. Collaborates with internal departments to further the resources and opportunities provided by the TERO program.
4. Develops and maintains relationships with internal/outside employment resources including, but not limited to, private contractors, local and State government programs, Tribal government and businesses.
5. Coordinates TERO skills bank recruitment events.
6. Works with ODOT to coordinate information workshops.
7. Updates and maintains related training contacts and relationships.
8. Tracks statistical data for clients that enroll in TERO trainings, certifications, internships, and apprenticeships. Ensures data accuracy.
9. Responds to requests regarding registration.
10. Makes recommendations to the TERO webpage and TERO Social media outlets.
11. Advertises available training(s) while providing necessary information about sessions.
12. Conducts training needs assessment and surveys to identify skills or knowledge gaps that need to be addressed.
13. Gathers feedback from trainers and trainees after each educational session; provides evaluation data to appropriate staff.
14. Notifies clients of job opportunities within Tribal government, Tribal enterprise and external opportunities.
15. Creates and maintains required tracking and reports on a weekly, monthly, quarterly, and annual basis. Produces written narrative reports and case files that update the work development status of clients producing comparative analysis and special reports as requested.
16. Researches and makes suggestions regarding new opportunities and programming.

17. Attends and participates in various meetings and/or committees.

18. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The TERO Training and Development Coordinator is directly supervised by the TERO Director. The supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising sound judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

This position is expected to work independently, using professional knowledge and sound judgment ensuring duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The TERO Training & Development Coordinator must exercise sound judgment while working with the public, agencies, and other entities.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of procedures for developing, implementing, and evaluating employee training.
- Knowledge of employee development principles.
- Records management and retention, report writing, and accurate documentation required.
- Working knowledge of statistical data analysis.
- Public speaking and proficiency in facilitation of training.
- Knowledge of Tribal Employment Rights Ordinance preferred.
- Certifications in Adult Learning Models/Training and/or career development preferred.
- Experience developing program goals and monitoring the effectiveness of program services preferred.
- Knowledge of construction trades and construction terminology preferred.
- Knowledge of Oregon Department of Transportation preferred.
- Must be able to establish and maintain effective communication and working relationships with others.
- Ability to be a self-starter and develop and implement plans, ideas, and processes with limited guidance.
- Ability to multi-task and work with multiple clients at one time.
- Demonstrated ability to utilize tact & diplomacy in dealing with others

- Must have active listening skills
- Must be able to maintain confidential information.
- Must have a technical skillset with: Excel, PowerPoint, Word, Outlook, Access, Adobe Acrobat (or similar software).
- Demonstrated ability to establish objectives, timelines, actions, and meet deadlines.
- Ability to develop and use systems for organizing and keeping track of information.
- Knowledge of and sensitivity to Native American culture required.
- Regularly requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Lifting of up to 40 pounds regularly required

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to have two (2) years of related work experience; OR equivalent combination of training and experience.
- **REQUIRED** to have demonstrated computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- TERO experience is preferred.
- Experience working with Native American populations, is strongly preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

Employee (printed name)	Employee (signature)