



Sioux Valley Dakota Nation

Employment Opportunity

Self Government

School & Community Liaison

Part Time, Term (12 Months)

Position Summary: The School & Community Liaison is responsible for facilitating communication and engagement between the Design Firm, Chief and Council, Administration, and the Community in the design of two new schools. The Community Liaison will be the point of contact for community members, ensuring that their concerns and ideas are heard and incorporated into the design process.

Position Duties:

- Facilitate communication between the Design Firm, Chief and Council, Administration, and the Community regarding the design of two new schools
- Organize meetings and community events related to the design of the new schools
- Act as a liaison between community members and the design team to ensure community input is considered in the design process
- Provide regular updates to the Chief and Council and Administration regarding community feedback and concerns
- Develop and implement a communication strategy to keep the community informed about the design process
- Respond to inquiries and concerns from the community in a timely manner
- Provide feedback to the Design Firm based on community input and concerns
- Ensure that the design of the new schools reflects the cultural and educational values of the community
- Collaborate with other stakeholders to ensure a successful design process
- Attend monthly design meetings either in person or virtually
- Other duties as assigned
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Qualifications:

- Grade 12
- Relevant experience in community engagement, public relations, communications, or related fields is required. Experience working in education or with school boards is also preferred
- The ability to communicate effectively with people from diverse backgrounds is essential for this position. Strong interpersonal, written, and oral communication skills are a must
- The ability to manage multiple projects simultaneously, set priorities, and meet deadlines is critical
- The ability to identify issues, develop and implement solutions, and make decisions based on data and community feedback is essential
- The ability to work collaboratively with community members, design firms, Chief and Council, and Administration to achieve common goals is critical
- A deep understanding of the cultural, social, and historical context of the community is crucial to this role
- Proficiency in Microsoft Office, Google Suite, and social media platforms is essential for this position
- The ability to pay close attention to detail and ensure that all work is completed accurately is critical
- The ability to adapt to changing circumstances, work independently, and be proactive is essential for this role

Competition Number: 202356

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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We thank all those who apply, but only those selected for an interview will be contacted.