

**Community Outreach Specialist (STROUD-Temporary) #2020-33** The purpose of this position is to identify and provide supportive services to all tribal members affected by the COVID-19 Pandemic that have not been served through other tribal resources. Assists in identifying categorically eligible tribal members who have been affected by COVID-19 who have not received services from other tribal resources. Aids in coordinating, packaging and distribution of COVID-19 protective supplies, personal protective equipment. Organizes and maintains program files, record keeping, inventories and other data to determine progress in attaining program objectives. Supports community outreach activities through public education and awareness activities. Good Interpersonal skills and skills relating with the general public. High School Diploma or GED required. Two years of office experience preferred.