



JOB OPENING

Seeking Enthusiastic Driven Employee for: **CDFI Training Coordinator**
JOB SUMMARY:

The CDFI Training Coordinator (Community Development Financial Institution) is responsible for assisting the CDFI Director in delivering responsible, affordable lending to help low-income, low-wealth, and other disadvantaged people and communities join the economic mainstream. The CDFI Training Coordinator facilitates trainings on the Rosebud Reservation and in the surrounding area.

ESSENTIAL FUNCTIONS:

- Assists the CDFI Director in implementing the mission and primary goals of the Tatanka Fund.
- Assists with fund-raising efforts including grant writing, fund-raising campaigns, and other activities to promote fund-raising.
- Coordinates with the CDFI Director and Marketing Team with Tatanka Fund letters, newsletters, email, press releases, and other related communication.
- Develops a training curriculum on various products and services associated with economic development, financial literacy, personal finance, business development.
- Develop a training schedule for all Rosebud Reservation communities and outlying areas.
- Facilitates trainings on economic development, financial literacy, personal finance and business development.
- Attend relevant conferences and trainings.

ADDITIONAL RESPONSIBILITIES:

Other duties as assigned.

QUALIFICATIONS:

An Associate degree required/Bachelors' degree recommended. Strong written and verbal communication skills. Able to comfortably and competently speak in front of a large group of people. Able to collaborate with people from varied socio-economic and cultural backgrounds. Proficient with office technology including various accounting systems. Ability to track and spend funds according to grant and provide CDFI Director expenditure reports. Must be willing to submit to a background check.

COMPENSATION:

Wages are funded and dictated by Grant.

 ***TATANKA FUNDS***