

# LUMBEE TRIBE OF NORTH CAROLINA

## **Internal/External Job Posting**

The Lumbee Tribe has an employment opportunity for an Outreach/Intake Specialist in Department of Energy. The Department of Energy Outreach/Intake Specialist will be responsible for taking applications and advising applicants on available LIEAP and services, the application process, referrals to other tribal and existing programs for services and assistance while coordinating activities with existing community-based programs, agencies and organizations. A two-year degree in social work, psychology, education or a related field and two years successful experience in related areas is preferred. A high school diploma and a minimum of five years successful experience in tribal programs, community based programs or educational outreach working with the public, equivalent to the above qualifications will be considered. Applicants must possess good communication skills, the ability to relate to diverse populations, and possess general office and clerical skills. Applicants must hold a valid driver's license and be willing to perform outreach and intake responsibilities in Robeson, Hoke and Scotland Counties.

Preference in employment will be given to those individuals who are actively enrolled members of the Lumbee Tribe of North Carolina and who are knowledgeable of the communities to be served. Applicants may submit a current resume, but an employment application will need to be completed and signed to be considered. An application may be obtained from the Lumbee Tribe Human Resources Department at 6984 Hwy. 711 West in Pembroke, NC or on the website at [www.LumbeeTribe.com](http://www.LumbeeTribe.com).

**Closing Date: September 3, 2010 at 5:00 p.m.**