



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

ACE Activities Coordinator

Position Title: Activities Coordinator - TM ACE Program
Contract Term: Grant is expected to end 9-30-25
Accountable To: TM ACE Program Director
Salary: \$43,407 - \$47,128

Summary of Program: The Turtle Mountain Accessing Choices in Education (TM ACE) Program is a Demonstration Grant for Indian Children where the ACE grants must expand educational choice by enabling the grantee and its Tribal partners to select a project focus that meets the needs of their students. TM ACE Program provides opportunities for culturally-relevant learning that will prepare high school students with the knowledge and skills to improve their educational achievement and assist their readiness to pursue college and/or careers.

Summary of Position: This position will provide coordination of project activities and works in collaboration with the Director to provide strategic leadership for the successful implementation of project activities. Must be able to work a flexible schedule.

JOB CHARACTERISTICS:

Personal Contacts: This position requires regular contact with the TM ACE Program Director, college and high school staff, and program students and parents. Deals tactfully and courteously with all encountered.

Supervision Received: TM ACE Program Director on a regular basis.

Essential Functions: Position requires the ability to communicate effectively, have excellent organizational skills and provide leadership.

RESPONSIBILITIES:

- Lead the development of strategies to enhance the educational development of high school students.
- Plan, organize and coordinate schedules for community and school site activities.
- Creates flyers and communication materials and content to market program activities.
- Maintains, organizes, and submits necessary program documents and materials for program activities.
- Coordinate meeting with appropriate staff as needed.
- Encourage and maintain healthy professional relationships between student/parents, program staff, program partners, college departments, partner schools, and the community to ensure project success.
- Provide ongoing support for all contracted program staff.
- Participates in recruitment and outreach activities for the program. Including, as needed, presentations and public speaking.
- Attend all scheduled college functions and meetings as required.
- Regularly visit schools to maintain relationships with partners and program coordinating.
- Regularly travel to school sites to monitor student and project progress.
- Attend scheduled school and community events as necessary; may include work hours after 4:30pm and on weekends.
- Coordinate assessments and student progress activities as needed. Including collecting student data to verify student grades, participation, and progress.



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- Establish and monitor record keeping systems necessary to document the activities of the project while maintaining confidentiality.
- Analyze data gathered for reporting.
- Assist in preparing reports as required for the college and funding agency.
- Duties occasionally require exposure to travel and exposure to training sites that can impose a risk of injury.
- Serve on college committees as appointed.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of federal, state and tribal laws regarding students, records, privacy and admissions.
- Knowledge of TMCC policy and procedure and mission statement.
- Knowledge of high school college and career readiness standards. Willing to seek and research online learning tools to understand and assist student's readiness to pursue college and/or careers.

Skills:

- Occasionally require long periods of sitting and working on the computer and other office paperwork.
- Experience in marketing-related technology and platforms; i.e. Google Drive, Canva, Adobe.
- Competent computer skills in MS Office (Word, PowerPoint, Excel)

Abilities:

- Ability to be organized; reliable; logical and rational under pressure; highly accurate in the maintenance of records; meet and assist the public; maintain a high level of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships. Able to work in a fast-paced and deadline-driven work environment.
- Fosters mutually beneficial relationships with outside agencies, program partners, and training institutions.
- Observes work hours and demonstrates punctuality.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree required.
- 2 years documented office work experience.
- 2 years of experience working directly with students in a K-12 school setting.
- Willingness and ability to work flexible hours to accommodate the needs of the program.
- Must have a valid Driver's License.

Preferred Qualifications:

- Bachelor's degree in Education or related field.
- Experience working with grant funded programs.