

Transition Coordinator (90-Day Contract)

Interested parties are to submit a letter of interest, Resume, at least 2 references and a W-9 form to miskoo.petite@winnbagoTribe.com by 4pm on June 13, 2025.

****Department:**** Human Services

****Reports To:**** Human Services Director

****Job Type:**** Temporary, Full-Time (35 hours/week, 90-day contract)

****Wage**** Depending on Experience

****Location:**** Winnebago, NE

Position Summary

The Winnebago Tribe of Nebraska is seeking a Transition Coordinator to oversee and implement the relocation of the Winnebago Tribe of Nebraska Human Services Program into a new facility. This 90-day, full-time, temporary role is responsible for coordinating logistics, ensuring continuity of services for tribal members, and preparing staff, spaces, and systems for a smooth transition. The Coordinator will work closely with program directors, tribal leadership, facilities, and IT teams to ensure the new space is ready for culturally responsive service delivery to Winnebago community members.

Key Responsibilities (To Be Completed Within 90 Days)

Planning & Coordination

- Develop and manage a detailed 90-day transition timeline.
- Coordinate closely with Human Services leadership and tribal departments (Facilities, IT, Security, etc.).
- Assess new facility readiness and identify necessary preparations for each program area (e.g., ICWA, elders, youth services, family wellness).

Move Logistics

- Organize packing, labeling, and transport of equipment, files, and supplies.
- Ensure safe handling of confidential and culturally sensitive documents in compliance with HIPAA and tribal privacy standards.

- Work with vendors and tribal procurement to schedule moving, furniture installation, and technology setup.

Staff & Stakeholder Engagement

- Serve as the central communication point for staff regarding relocation updates.
- Host weekly transition check-ins or “move huddles” with program leads.
- Prepare and distribute relocation guides including maps, timelines, and FAQs.

Operational Readiness

- Oversee setup of phone lines, internet, security systems, and client service areas.
- Ensure each Human Services unit (e.g., Social Services, Child Welfare, Prevention Services) is move-in ready and operational.
- Identify and resolve service gaps during transition with minimal disruption to tribal members.

Reporting & Documentation

- Provide weekly status updates to the Human Services Director and tribal administration.
- Track task completion, vendor contacts, and facility issues.
- Submit a final summary report including outcomes, challenges, and recommendations for future moves.

Qualifications

- Associate or Bachelor’s degree in Public Administration, Social Services, Business, or related field preferred.
- 2–4 years of experience in project coordination, facilities planning, or human services.
- Understanding of tribal governance and service delivery in Native communities.
- Strong organizational skills with the ability to manage detailed logistics under time constraints.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office (Excel, Word, Outlook) and project tracking tools.
- Ability to work respectfully with tribal elders, families, and culturally diverse teams.

Preferred Qualifications

- Previous experience working with or for a tribal government.
- Knowledge of trauma-informed care and culturally rooted human services practices.
- Familiarity with the mission and services of the Winnebago Human Services Department.

Schedule & Requirements

- 90-day temporary contract, 40 hours per week.
- On-site work required throughout the relocation period.
- May include some evening or weekend hours during key phases of the move.
- Must pass background check and comply with all tribal employment policies.

Interested parties are to submit a letter of interest, Resume, at least 2 references and a W-9 form to miskoo.petite@winnbagotribe.com by 4pm on June 13, 2025.