SHINGLE SPRINGS BAND OF MIWOK INDIANS
TRIBAL COURT
P.O. Box 531, Shingle Springs, CA 95682
Office: 530-698-1449
Email: smontero@ssband.org

JOB TITLE: **(Temporary) Contract Grant Writer**

DUTY STATIONS: Shingle Springs Tribal Court

REPORTS TO: Tribal Court Judge and Tribal Court Director

RATE OF PAY: Hourly Contract Position

POSITION SUMMARY & BACKGROUND

The Shingle Spring Band of Miwok Indians' Tribal Court sits in the rural, scenic El Dorado County foothills on the outskirts of Placerville, California. The Shingle Springs Band of Miwok Indians is deeply committed to sustaining and improving the quality of life in El Dorado County. This guiding principle is a responsibility and a privilege of the Tribe as it strives to make a meaningful difference in the lives of its members, employees, contractors and patrons as well as the citizens and guests of El Dorado County. To that end, the Tribal Court provides services in keeping with ideals of healing the community. The work to be done through this grant seeks to further that healing.

The Shingle Springs Band of Miwok Indians Tribal Court is soliciting letters of intent for some limited grant writing work on an immediate grant proposal. The work would end by February 22, 2020. There are possibilities of extending the position for a short-term contact which would run no longer than 100 hours of total work.

The Tribal Court is interested in receiving grant writing services, focused on federal, state and foundation request for funding. However, the Court has an immediate need with draft assistance of a Board of State and Community Corrections (Corrections) grant. Scope of Corrections grant as well as Corrections grant information is generally developed, however, finalizing the proposal into a workable, final product is needed.

DEADLINE FOR SUBMISSION

To be considered for this position, please submit a letter of interest, resume, and 3 professional references to Sonia Montero, Tribal Court Director, at smontero@ssband.org. Due to the pressing nature of the work, we ask that you send your materials no later than 5:00 PM January 27, 2020.

Mailing address: Shingle Springs Band of Miwok Indians Tribal Court
PO Box 531, Shingle Springs, CA 95682
5281 Honpie Road, Placerville CA 95667
Attention: Sonia Montero, SSBMI Tribal Court Director