

**SAN XAVIER ALLOTTEES ASSOCIATION, INC.**

325 East Vamori Street, Tucson, Arizona 85756

[www.sanxavierallottees.org](http://www.sanxavierallottees.org)

Toll free 1.855.807.2121 Office 520.807.2121 520.807.2222 Fax 520.807.2626

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**JOB ANNOUNCEMENT  
COMMUNITY LIAISON**

**JOB POSTING:** March 25, 2024

**JOB CLOSING DATE:** Until Filled

**HOURLY RATE:** \$18.24 PER/HR

**BENEFITS:** EFFECTIVE AFTER 90 DAYS

**SCOPE OF WORK:** THE COMMUNITY LIAISON serves as a “communication link” between the SXAA Office and the San Xavier Allotment owners. This is an “Outreach” position which requires the position to meet with SX Allottees at his/her home or community which requires a large amount of travel time. Position requires a thorough knowledge and practical understanding of SX Allottee issues in the Wazk community and the ability to learn the details of Allottee land ownership within the SXD, Wills, probate and federal law.

**QUALIFICATIONS:**

1. Associates Degree (in any relatable study area) OR three (3) years’ work experience OR any combination of training and education which demonstrates the ability to perform the duties of this position—REQUIRED
2. Must have effective oral, written, and communication skills.
3. Must be able to work a flexible work schedule allowing travel time for weekend and evening meetings, as required.
4. Have experience with case management work, working one-to-one or with groups on the services, programs and related projects from the SXAA, San Xavier District and other agencies.
5. Proficiency and competency in the use of computer software such as Microsoft Word, Excel, Relational Data Bases, and PowerPoint for effective presentations and writing purposes.
6. Must have a valid Arizona Driver’s License with no major driving offences.
7. Must be Bilingual (O’odham/English)—PREFERRED
8. Must successfully complete a background check

**APPLICATION AND REQUIRED FORMS ARE AVAILABLE AT:** [www.sanxavierallottees.org](http://www.sanxavierallottees.org)  
**OR CAN BE PICKED UP AT THE SXAA OFFICE OR CALL TO HAVE AN APPLICATION  
MAILED TO YOU. All applicants will need to submit:**

- A. SXAA Application
- B. Two letters of References.
- C. Signed and completed Authorization to Release Information document.
- D. Two Valid Identifications

**EMAIL AND POSTAL DELIVERY IS ACCEPTABLE: Email:** [officeadmin@sanxavierallottee.org](mailto:officeadmin@sanxavierallottee.org)  
**Mailing address:** 325 East Vamori Street, Tucson, Arizona 85756 **Contact SXAA 520-807-2121**  
**for application or email us. Thank you.**

Revised 03/22/2024



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### **Job Title: Community Liaison**

**Job Purpose:** *This job description serves as a guide for establishing the criteria to fill a specific function, or to appraise the level of performance as it applies to a specific function. The San Xavier Allottees Association, Inc., (SXAA) reserves the right to contract with qualified individuals to fulfill the duties specific to this job position rather than hiring a staff member. The duties, skills, and responsibilities specific to this personnel position are examples AND are subject to change as necessary to carry out the roles and responsibilities of the San Xavier Allottees Association, Inc.*

### **JOB SUMMARY:**

Hourly, nonexempt, part-time regular, non-supervisory position. The SXAA Community Liaison works under the direction/supervision of the SXAA Office Executive Director and the SXAA Board. This is an “Outreach” position where the Community Liaison will often meet with SX Allottees at his/her home or community. (Travel heavy)

### **JOB DESCRIPTION:**

I. Hours of employment include, but are not exclusive to, the hours of 8 a.m. – 5:00 p.m. (1-hour lunch)

II. Duties include:

- a) Acknowledges and greets all representatives from outside organizations, fellow SXAA Employees, & SXAA Office visitors politely and professionally.
- b) Serves as a liaison between the SXAA Board, the SXAA Office, other entities and SX Allotment owners.
- c) Attends SXAA Board, ASARCO Working Group and/or any meetings pertinent to the interests of the SXAA Allottees.
- d) Visits/meets with SX Allottees upon request or self-direction regarding SX Allottee matters.
- e) Submits a weekly report on all activities (individual/group meetings or presentations, as well as locations) and expenses (mileage) bi-monthly to the SXAA Office Executive Director in conjunction with hours worked.
- f) Performs other duties as assigned by the SXAA Office Executive Director and SXAA Board.

III. Reports directly to the San Xavier Allottees Association Executive Director

- a) Modification in work schedule.
- b) Use of Sick and/or Annual leave.
- c) Office & File organization/database.
- d) Correspondence/Mailings/Meetings/Appointments/Travel.

IV. Is responsible for supporting the SXAA Executive Director and SXAA, Inc. Board members and their activities.



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- V. Will attend and help coordinate Allottee meetings/business outside of normal working business hours as the need arises i.e. Annual and Semi-meetings; Will Writing Clinics and Will Writing Orientation; Board meetings or any other meetings affecting Allottee matters.
- VI. Utilizes Microsoft Word, & PowerPoint for effective report writing and presentations as they arise with Allotters, the SXAA Board, SXAA Office Executive Director.
- VII. Community Liaison studies so that they have thorough knowledge & practical understanding of SX Allotter issues or exposure to, and comfort ability with Indian Law, Land Ownership, Government to Government (Federal, State, & local municipalities)
- VIII. Serves ALL SX Allotters regardless of Tohono O'odham Nation District, Village, Family name, or upbringing, equally, & proficiently.
- IX. Must work independently, maintain personal files, and give reports to SXAA Office Director & SXAA Board.
- X. Bereavement Leave (paid leave equivalent to the base pay of the employee) is available for employees who are beyond their probationary period, for a span of up to 5 days with the approval and concurrence of the Executive Director.
- XI. Per Diem, Mileage and Lodging will be pursuant to those established by the United States Federal Government rates.
- XII. The San Xavier Allottees Association, Inc. schedule of (paid) Holidays according to what is approved for the FY2018.

**WORKING ENVIRONMENT:** Please note that although the Community Liaison will have a base and the use of the resources at the SXAA Office s/he will be spending the majority of his/her time meeting with Allotters throughout the Tohono O'odham Nation boundaries, Southern Arizona, and at times, outside of Arizona.