



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
(435) 234-1138 (office)

Posted Date: February 9, 2026

Job Announcement CCDF Event Coordinator

Salary: TBD per project.
Opening Date: February 9, 2026
Closing Date: Until filled
Location: Hybrid schedule and/or Remote & In office split

Summary:

The Confederated Tribes of the Goshute Reservation Child Care Development Fund (CCDF) Program is seeking a detail-oriented and highly organized Event Coordinator to support cultural, educational, and family-focused events. This is a per-project, as-needed position ideal for someone who enjoys planning, coordinating logistics, and ensuring smooth, successful experiences for CCDF families.

Duties and Responsibilities:

This position supports daily business operations through regulatory oversight, risk management, and provider guidance. Key responsibilities include, but are not limited to:

- Coordinate all CCDF events, workshops, and family activities
- Contact businesses, venues, and vendors to arrange services and secure bookings.
- Schedule event dates, times, and locations.
- Manage tickets, RSVP's, attendance lists, and participation communication.
- Ensure all materials, supplies, and equipment are prepared and delivered.
- Serve as the on-site point of contact during events.
- Troubleshoot issues and support families and staff as needed.
- Maintain clear communication with CCDF Director throughout each project.
- Submit receipts, invoices, and documentation during and after each event.

Knowledge, Skills, and Abilities:

- Strong organizational and communication skills
- Comfortable coordinating multiple moving parts effectively
- Professional, reliable, and able to work independently
- Experience with event planning or community programming
- Familiar with native communities and cultural sensitivity

Minimum Requirements:

- Must be at least 18 years of age
- High school diploma or GED
- Valid Driver's License
- Ability to pass a background check
- Experience with coordinating events, workshops, and community programs
- Basic proficiency with email, scheduling tools, and digital communication
- Ability to lift and carry event supplies (up to 15lbs)
- Availability to work evenings or weekends depending on event needs

**Any questions regarding this position, please contact CCDF Director
McKell Old Bull at (435) 218-3130 or mckell.oldbull@ctgr.us**

Obtaining Application:

Applications can be obtained by contacting:

Phyllis Naranjo
Tribal Business Council Secretary
(435) 234-1138
phyllis.naranjo@ctgr.us.

Completed Applications may be submitted:

- Confederated Tribes of the Goshute Reservation
By Mail: P.O. Box 6104
Ibapah, Utah 84034

By Email:

- phyllis.naranjo.ctgr.us