



**Ina Perez**  
Tribal Data Partnership  
Coordinator

## **Typical Duties and Responsibilities:**

The Tribal Data Partnership Coordinator has primary responsibility for conducting research to locate and obtain existing data for tribal communities related to the FTF School Readiness Indicators and regional needs and assets reports.

This staff member will also provide technical assistance to establish partnerships with external agencies, governments, and tribal communities to address data coordination, especially related to FTF School Readiness Indicators and regional needs and assets reports in tribal communities.

The Tribal Data Partnership Coordinator is also primarily responsible for coordination with tribal authorities, external partners, and regional staff and council members to request and obtain data permissions including obtaining tribal resolutions, Memoranda of Agreement/Understanding, tribal IRB approval, etc. for data usage and collaboration in tribal communities.

This position will also be responsible for oversight of the proper completion of all security, reporting, and communication requirements as agreed in data permissions, tribal IRB approvals or other authorizing processes for data usage and collaboration with tribal governments.

This position serves as a resource for FTF staff and other stakeholders on the use and interpretation of tribal data; works with the Sr. Director of Tribal Affairs and regional FTF staff to update regional councils and tribal authorities regularly on the status of data; and participates in regular conference calls and other meetings with the FTF Tribal Technical Advisory Group (TTAG) or any other meetings as needed.