



Admin

ADMINISTRATIVE TEAM



Dylan Allen

SCS Administrative Assistant

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Supports the overall staff at SCS. Supports daily office operations. Welcome and directs guests and provides customer service. Manages the Fishbowl reservations. Coordinates meetings.



Paul Scott

Projects Manager

P: (360) 681-4610

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Lead coordinator of SCS special projects. Works with Grant specialist and Tribal Planner to obtain funding & stakeholder support for each project. Support all SCS Dept as requested by the Director



Ricky Johnson

Grants Specialist

P: (360) 582-6779

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Assesses and Identifies SCS service and funding needs. Finds grant opportunities, prepares applications, and helps lead grant funding management.



Dustin Brenske

SCS Director

Licensed Mental Health Therapist

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Directly oversees all programs and managers within the SCS department. Staff and Program Development. Long term visioning of the department. Upholding policies and procedures. Managing overall budget and funding sources.



ADMINISTRATIVE TEAM



The Admin team plays a vital role in supporting the organization's operations, focusing on a wide range of responsibilities to ensure smooth functionality. Here's a comprehensive list of what the Admin team does:

1.Supports the Director and Daily Office Operations:

Assists the Director in various capacities while ensuring the office runs efficiently on a day-to-day basis. Provides Customer Service: Delivers high-quality customer service to address inquiries, resolve issues, and maintain positive engagements. Manages the Fishbowl Reservations: Oversees the booking and scheduling of the Fishbowl, a space for meetings or events, ensuring optimal use. Coordinates Meetings: Organizes meetings, including scheduling, logistics, and ensuring all necessary parties are informed.

2. Handles SCS Special Projects:

Takes on special projects assigned by the Director, managing tasks from inception to completion. Collaborates for Funding and Support: Works with the Grant Specialist and Tribal Planner to obtain funding and stakeholder support for each project.

3. Identifies and Manages Grant Opportunities:

Seeks out grant opportunities for SCS, prepares applications, and oversees the management of grant funding. Acts as a Liaison between SCS and the Courts: Facilitates communication and coordination between SCS and court systems. Manages court administrative duties, fiscal responsibilities, and grant-related activities.

4. Directs SCS Department Programs:

Manages all programs within the SCS department, ensuring alignment with goals and objectives. Staff and Program Development: Focuses on the growth and development of staff and programs within the organization. Engages in Long-term Visioning: Participates in strategic planning and visioning for the department's future.

