

*****JOB ANNOUNCEMENT*****
Gwayako-Bimaadiziwin Project Director

Position: Gwayako-Bimaadiziwin Project Director

Posting Date: 10/13/2017

Closing Date: 10/27/2017

Salary: Negotiable (D.O.Q.) + Benefits

Location: TBD

Reports to: Tribal Executive Director

Supervises: Activities Coordinator

Administration: Lac Courte Oreilles Personnel Policy and Procedure Manual

Summary

The primary responsibilities of the Project Director are to work with staff of the Administration for Native Americans, community volunteers, Ojibwe Cultural Specialists, participants, and Tribal Government to ensure that the programmatic objectives are achieved, provide logistical support, ensure documentation and completion of reporting requirements, monitoring of project timelines; completing project plans, reports, and studies oversight of the budget and expenditures.

Performance Responsibilities:

1. Coordinate and promote collaborations among and between the volunteers, consultants, partners, participants, community members and leaders to complete the project as designed within the Objective Work Plan.
2. Plan and coordinate participant outreach methods.

3. Ensure the accurate recording, editing, organizing and publishing of project meeting minutes, and work created through the project.
4. Manage all project funds according to established accounting policies and procedures; monitor and approve all budgeted project expenditures; ensure all financial records for the project are up to date; and prepare financial reports and supporting documentation as outlined in funding agreements.
5. File all progress reports in timely fashion as required by the grant; ensure their completeness and accuracy.
6. Assist Activities Coordinator with the development and implementation of lessons, workshops, assessment instruments and activities.
7. Evaluate the outcomes of the project as established during the planning phase; track and document progress of participants in achieving benchmarks in their Life Plans; oversee assessment process for pre/post comparisons; review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
8. Develop a sustainability plan to ensure continuation of participant outcomes.
9. Other duties as assigned.

QUALIFICATIONS:

1. Master's Degree in Social Work and experience in providing trauma-informed services is required.
2. Driver's license with regular access to reimbursable vehicle for transportation.
3. Demonstrated successful experience working with disengaged native men between the ages of 18-24.
4. Must be able to pass background check(s).
5. Must be able to pass pre-employment drug screen and random drug screens thereafter.
6. Must have a valid Driver's License and Insurance.

KNOWLEDGE, SKILLS, ABILITIES

1. Knowledge of the communities, institutions, businesses, and other organizations throughout the Reservation.
2. Ability to design and administer pre/post instruments to assess participant progress objectively (knowledge, skills, attitudes).
3. Ability to work as a team member, maintaining a philosophy consistent with program goals.
4. Experience and creativity using a variety of tools, including social media and technology, to outreach potential participants.
5. Computer proficiency in MS Office Suite and social media platforms.
6. Must have the ability to work some evenings and weekends.
7. Strong communication and public relations skills.

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.