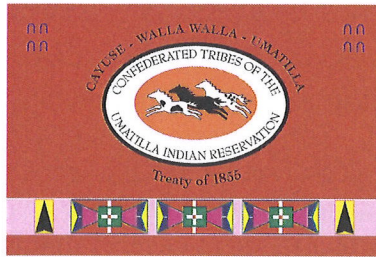


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Set-Aside Project Coordinator

SALARY: Pay Range: 5
\$29,152.50 - \$31,200.00 Annual DOE/DOQ

DEPARTMENT: Department of Public Safety

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon

EMPLOYMENT STATUS: Part-time with partial benefits package
Covered Status
Extensive Background check required
Non-Exempt Grant Funded Position

SUPERVISED BY: Family Violence Services Program Manager

OPENING DATE: November 4, 2020

CLOSING DATE: Open Until Filled
First Review of complete application November 20, 2020 then 2 weeks thereafter.

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Project Coordinator is responsible for assisting Family Violence Service program in implementing the coordination of the sexual assault evaluation project. Project Coordinator is responsible for working closely

with Program Manager and Evaluator to prepare actions plans, including resources, timeframes and coordination.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Works within existing grant and funding requirements and restrictions, and provides necessary grant and program reports, continuation application and other documents as required.
2. Coordinate project management activities, resources, and information.
3. Work within a team to identify and define requirements, scope and objectives
4. Monitor current projects and coordinates all team members involved to keep workflow on track
5. Participates in community activities as needed to develop opportunities, ascertain community needs, service clients and promote program goals.
6. Assign tasks to internal teams and assist with schedule management.
7. Establish and maintain close working relationships project members to ensure client needs are met, and to improve communication, education, and networking
8. Act as the point of contact and communicate project status to team
9. Record minutes and take detailed notes during meetings
10. Work with project team to ensure grant compliance
11. Other duties as assigned that relate to the responsibilities identified above.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Program containing sensitive documentation, material and clientele

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Two year Associate Degree from an accredited college in marketing, communications, business administration or related field or related field from an accredited university or college and two years' experience in organizing meetings, taking notes, and managing schedules.

OR

High School Diploma or General Education Development (GED) Certification with four years' work in organizing meetings, taking notes, and managing schedules.

2. Demonstrated work experience as a Project Coordinator or similar role
3. An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
4. Demonstrated organizational skills, including multitasking and time-management
5. Excellent people skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with clients, employees, outside agency personnel, and co-workers in a sensitive environment. Must be able to effectively maintain control in intense, hostile or controversial situations.

6. Demonstrated ability to make sound decisions and exercise good judgment in a timely manner and with limited supervision.
7. Demonstrated ability to communicate effectively both orally and in writing, in group settings, and with individuals.
8. Demonstrated ability to establish clear direction and boundaries with clients.
9. Demonstrated ability to maintain appropriate client files and to protect client confidentiality.
10. A cooperative manner and willingness to work positively as a team member
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

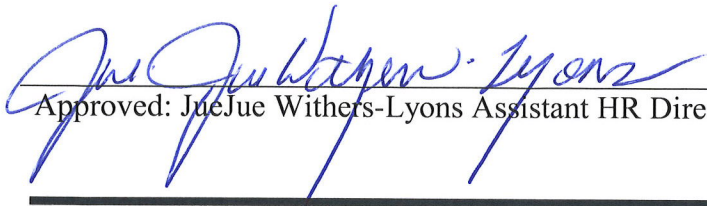
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: JueJue Withers-Lyons Assistant HR Director

11.2.2020

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

