

## **Chickahominy Indian Tribe Vacancy Announcement**

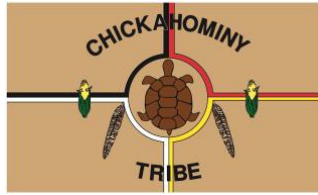
### **Open Position: Community and Education Program Specialist**

**Position Summary:** The Community and Education Specialist is a full-time position (1 FTE) in the Chickahominy Indian Tribe's (CIT's) Program Management and Compliance Office (PMCO) and is contingent upon grant funding. Job responsibilities will include support of tribal council and working group activities. The successful candidate will be expected to attend and coordinate trainings to develop knowledge, skills and abilities (KSA) in the program area of Youth Development and Education and other program areas as needed. The Specialist will also be required to attend training in program development, grant writing processes, funding opportunities, and compliance issues unique to their program area specialties. The Specialist will work closely with the working groups in their program area specialties and as a resource for working groups as they formulate mission statements, policies, strategic plans and grant projects. Once programs are initiated, the Specialist will facilitate monitoring and evaluation to ensure success.

**Salary and Benefits:** The salary for this position is \$50,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

### **Position Responsibilities:**

- Manage, monitor and assess KSA development related to youth development and education;
- Attend and coordinate training in program areas as needed;
- Attend training in grant writing and management, program development, and program area specific compliance;
- Aid assigned program area working groups in the development of each group's mission statement, strategic plan, and program area specific policies and procedures;
- Aid assigned program area working groups in the development and writing of grant project proposals;
- Act as liaison for school systems relative to Indian Parent Committees and with Virginia Tribal Education Consortium (VTEC);
- Conduct comprehensive Tribal Census;
- Advise on the tribe's technical, vocational, and cultural training programs;
- Facilitate monitoring and evaluation of active programs;
- Work regularly with the Project Director, project consultants, and tribal volunteers to ensure that all processes are standardized and that working group activities respond to project objectives and needs.



### **Position Requirements:**

- Ability to travel frequently to attend required training opportunities;
- Ability to communicate in writing and orally with the tribal government, tribal institutions, program office staff, program area working groups, and tribal members;
- Ability to understand and comply with federal, state, local, and tribal laws and regulations concerning grant administration;
- Ability to work well with others including staff, governmental, and institutional representatives, volunteers, and the public; and
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Teams).

### **Position Qualifications:**

- Minimum of high school diploma or GED and 5 years of professional experience; or
- Any combination of experience, education, and/or training that would provide the required knowledge and abilities.

### **Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be received no later than January 28, 2022.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:  
Chickahominy Indian Tribe  
ATTN: Lindsey Johnson  
8200 Lott Cary Rd  
Providence Forge, VA 23140
- Applications may also be emailed to [Lindsey.Johnson@chickahominytribe.org](mailto:Lindsey.Johnson@chickahominytribe.org).
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Chickahominy Indian Tribal Citizen
  - Citizens of other federally recognized Indian Tribes
  - General applicants