



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Assistant Project Director

Work Location: Charles City, VA with some telework flexibility

Position Summary: The Assistant Project Director will begin in October 2022 and is a one-year, full-time position (1 FTE) in the Chickahominy Program Management and Compliance Office (PMCO), contingent upon grant funding. This position serves as the Assistant Director of PMCO and will support the Director of PMCO, who serves as the Project Director for the Administration for Native Americans (ANA) Social and Economic Development Strategies Grant (SEDS). The Assistant Project Director will support the Project Director in the performance and completion of grant administration activities. S/he will support the Project Director in completing key project activities, in particular those related to coordinating training and conference attendance for knowledge, skills, and abilities (KSA) development and working group data collection and analysis. The Assistant Project Director will also be responsible for project and program compliance to ensure that all active and proposed grant programs adhere to the Tribe's administrative policies and procedures and are in line with federal regulations and grant-specific program requirements.

Salary and Benefits: The salary for this position is \$58,000 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:

- Serves as an assistant to the Project Director to backstop grant administration responsibilities that include project monitoring and evaluation, budget tracking, completion of required grant reports (financial and programmatic), and project progress reports to the Chief, Council, and tribal community;
- Assist in the management and oversight of the Program Management and Compliance Office (PMCO) and related activities;
- Collect and analyze data related to project activities, including but not limited to, KSA reports and assessments, tribal census and any additional tribal surveys and community needs assessments;
- Ensuring all active and proposed grant projects and/or programs comply with the Tribe's administrative policies and procedures;
- Assists Project Director in developing and administering administrative policies and procedures training; and
- Assists in communicating and implementing administrative policies and procedures
- Performs any other duties as necessary.

Position Requirements:

- Ability to review and manage the work products of others to ensure standards are upheld;
- Ability to compile and analyze technical and statistical data and information;
- Ability to prepare reports and correspondence;
- 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).

Position Qualifications:

- Minimum of an associate degree, with a bachelor's degree preferred; or a minimum of 10 years' experience in a professional business environment

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Position is open until filled.
- Incomplete 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.
- 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