



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Project Manager

Work Location: Charles City, VA with some telework flexibility

Position Summary: The Project Manager (PM) is a full-time position (1 FTE) within the Chickahominy Indian Tribe's Tribal Environmental Office (TEO). The PM will be responsible for the Administration of a National Fish and Wildlife Foundation (NFWF) grant. Grant administration responsibilities include monitoring, evaluation, and financial reporting. The Project Manager will organize and implement project activities necessary for the successful completion of the grant's objectives. The PM will also assist the TEO Director with the oversight of the TEO Intern.

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. Beginning March 1, 2023, health insurance (partial employer contribution), short-term disability (100% employer contribution), and additional voluntary benefits will be offered to eligible employees.

Position Responsibilities:

- Monitors and evaluates key project activities, goals, and milestones
- Grant Reporting
- Reports to Tribal Environment Office Director
- Works with Tribal Environment Office Director to oversee TEO Intern
- Works with Project Consultant and Tribal Environment Office Director in strategic planning
- Other duties as assigned

Position Requirements:

- Management of Intern
- Ability to complete and analyze technical and statistical data
- Ability to work outside in, monitoring of weather and natural conditions
- Ability to prepare reports and correspondence
- Ability to travel frequently to attend required training opportunities
- Ability to communicate effectively in writing and orally
- 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
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint)
- Effective and professional communication skills

Position Qualifications:

- Minimum of a degree in Environment Sciences or a related field; or
- Any combination of experience, education, or training that would support the required knowledge and abilities is also qualifying



Working Conditions: This is a hybrid position with work occurring remotely, in-office and with time outside in the field. The PM will on occasion be expected to meet with staff/community members, may also give and attend training sessions.

Physical Requirements: The PM must be able to work outside, walk through fields and along marsh and coastline with occasional time in a boat, as well as sit for long periods, work at a computer and lift file boxes up to 25lbs.

Direct Reports: Intern

Application Process:

- Applicants must submit a completed job application, cover letter, and resume
- 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
- Position open until filled with application review beginning March 15, 2023
- 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