



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Broadband Infrastructure Project Manager (BIPM)

Position Location: Charles City, Virginia (potential for some telework flexibility)

Position Summary: The Broadband Infrastructure Project Manager is a full-time (40 hours/week) position within the Chickahominy Indian Tribe's Administration Team. This position is a 2-year position reporting to the Tribal Administrator and will be primarily responsible for the facilitation of broadband infrastructure deployment for the Chickahominy tribal citizenship and the Tribal Administrative departments (anchor institutions) that provide them services. This will involve planning, securing, and managing resources to ensure the successful completion of project activities, including budget management, project tracking, required permitting, efficient resource management and coordination, and oversight of National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) reports including direct field work. Additionally, the Broadband Infrastructure Project Manager will work with the CIT PMCO and consultants to develop strategic plans for future broadband development, conduct tribal citizen broadband needs assessment, oversee data analysis and mapping, and ensure appropriate grant reporting. The Broadband Infrastructure Project Manager will work collaboratively with Internet Service Providers, local governments, regulatory agencies, consultants, and internal tribal departments including the Program Management and Compliance Office (PMCO).

Position Responsibilities:

- Evaluate broadband coverage needs through data gathering;
- Establish baseline data and initial stakeholder input;
- Create broadband mapping utilizing sources including internet service providers;
- Identify areas requiring right-of-way permissions;
- Develop a plan, method, and timeline with internet service providers to implement extension of last-mile broadband access to identified tribal citizens
- Develop a plan, method, and timeline with internet service providers to evaluate and provide broadband service to five tribal government properties/anchor institutions
- Create a workflow with internet service provider for extension of last-mile / fiber to the premises for the Tribal Center
- Create a workflow with internet service provider for extension of Wi-Fi to tribal pow wow grounds
- Work with internet service providers, local governments, regulatory agencies, and internal tribal departments
- Provide written and verbal progress reports;
- Perform grant administration tasks (with assistance from PMCO and consultants) to include data collection and evaluation, grant reporting, budget tracking, and agency correspondence
- Other duties as assigned.

Position Requirements:

- Demonstrated commitment to safety through strict adherence to health and safety requirements;
- Must possess and maintain a valid driver's license with a clean driving record, as well as have a personal vehicle for transportation to/from job site;
- Must possess basic computer skills including Microsoft Office, specifically Excel, Word, Outlook, and Teams;
- Excellent written and verbal communication skills;
- Strong interpersonal, organizational, and relationship building skills with the ability to work as part of a team;
- A problem solver who can work independently and be creative and resourceful;
- Solid judgement and the ability to act quickly in case of an emergency;
- Capable of working outdoors with potential exposure to harsh weather conditions (sun, biting insects, rain, snow) if needed;
- Ability and willingness to work in thick vegetation if needed;
- Demonstrate an interest in broadband infrastructure and network planning.

Position Qualifications:

- Minimum of an associate's degree in a related field and 4-6 years of experience, or a bachelor's degree in a related field and 2-4 years of experience;
- Project management certification preferred;
- 2+ years' professional experience in broadband infrastructure preferred;
- Equivalent combination of education and experience will also be considered.

Salary and Benefits: The salary for this position is \$62,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30 or more hours per week.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applications will be accepted on a rolling basis until the position is filled.
- 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 can also be submitted electronically 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:
 1. Chickahominy Indian Tribal Citizens
 2. Citizens of other federally recognized Indian Tribes
 3. General public applicants