Chickahominy Indian Tribe Vacancy Announcement

Open Position: Language Project Director

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

Position Summary: The Language Project Director is a full-time (40 hours/week) position within the Chickahominy Program Management and Compliance Office (PMCO). This position is a 3-year position reporting to the PMCO Director. The Project Director will be responsible for the Administration of the ANA Language Preservation and Maintenance Grant. Grant administration responsibilities include monitoring and evaluation, the compilation of quarterly reports, and financial reporting. The Project Director will organize the main activities necessary for the successful completion of the grant’s objectives. They will also act as the main liaison between the Tribal Government and the Powhatan Algonquin Intertribal Roundtable (PAIR) advisory committee to regularly report project progress. They will also spur the advancement and fluency of the Powhatan Algonquian language across all Virginia Algonquian tribes.

Position Responsibilities:

• Directs the work of consultants and volunteers;
• Monitors and evaluates key project activities, goals, and milestones;
• Performs all grant reporting to include financial and programmatic reports, quarterly reports, budget modifications, carry over budget requests (if needed), and required non-competitive continuation applications;
• Maintains, monitors, and tracks appropriate Financial, Procurement, and Property Management Records to report grant expenses;
• Coordinates with PMCO staff to prepare and present grant progress reports to the Chickahominy Indian Tribe (CIT) Government and PAIR;
• Acts as lead project liaison to the PAIR in the development of Administrative Policies and Procedures;
• Works with Project Consultant and Program Management and Compliance Office in developing and administering Administrative Policies and Procedures Training;
• Other duties as assigned.

Position Requirements:

• Ability to direct the work of consultants and volunteers;
• Ability to monitor and evaluate key project activities, goals, and milestones;
• Ability to perform all grant reporting to include financial and programmatic reports including appropriate Financial, Procurement, and Property Management Records to report grant expenses;
• Ability to work with staff, governmental, and institutional representatives, volunteers, and the public;
• Ability to understand and comply with federal, state, local, and tribal laws, and regulations concerning grant administration;
• Strong interpersonal, organizational, and relationship building skills with the ability to work as part of a team;
• Strong diplomatic skills to work with many different tribes;

CIT Language Project Director 12/13/23
• Highly proficient in Microsoft Office (Word, Excel, PowerPoint);
• Must be willing to complete a criminal background check and verification of driving record.

Position Qualifications:
• Minimum of a bachelor’s degree in humanities, education, or similar field;
• 3+ years’ professional experience in such field;
• Experience with program/grant management is a plus;
• Experience working with Tribes is a plus;
• Qualifying combinations of experience, education, and/or training that would satisfy the minimum requirements are at the discretion of the hiring manager.

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 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 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