



PROJECT COORDINATOR

Department of Education & Workforce Development

Reports To: DOEWD Director

Salary/Hourly Range: 54

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 11/30/2018

INTRODUCTION

This position is responsible for coordinating, planning, and monitoring outreach and education to address all aspects of the educational services recommended in the Tribal Education Department (TED) grant project; the Education Feasibility Study and the revision/revamp of the current Ordinance 36. The work consists of duties involving diverse and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment.

The incumbent is under the general supervision and the line authority of the DOE Director (Project Director) which the incumbent will work with in consultation, define objectives, priorities and deadlines and assist in the effective completion of the project. Contacts are with employees with local, federal and private employees including non-profit organizations within the immediate work area, community members, stakeholders, Tribal Council members, Health & Education Committee and the Hopi Board of Education. This position is responsible for coordinating, planning and monitoring direct and in-direct services, outreach and education in support of the Tribal Education Department (TED) grant project; the Education Feasibility Study.

KEY DUTIES AND RESPONSIBILITIES

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Assists with the completion of necessary project approvals, including tribal action items, Bureau of Indian Education (BIE) applications; monitors approval status for required project approvals. Ensures that project complies with all requirements of the BIE and all relevant views of all stakeholders participating in the planning, implementation, and progress of the projects.
2. Responsible for daily planning, coordination and implementation of project and study activities; develops project and procedures, forms and relevant material pertinent to project deliverables. Ensures project study progresses along the established timelines; troubleshoots and takes corrective action where problems may exist; keeps the Hopi Board of Education, Health & Education Committee, Hopi Tribal Council and other key stakeholders informed of project progress.
3. Schedules and attends local community meetings, organizes forums and meetings, attends each public forum and is responsible for ensuring notes of all comments shared during the events are transcribed.
4. Works collaboratively with faculty and staff at the local Hopi schools and other tribal, federal and state agencies; takes the lead to develop and refine procedures for collecting and summarizing data and information as needed.
5. Engages local community and stakeholders in research activities; serves as primary contact for study participants and organizations; keeps participants informed of the project.
6. Maintains a system for tracking progress and follow-up of project; updates system weekly and provides information to the Project Director.
7. Represents the project at community meetings, special groups session, organizations, departments, Tribal Council, Hopi Board of Education, Health & Education Committee, etc., facilitates and leads research project meetings with community and stakeholders.
8. Takes the lead role to oversee the Tribal Education Department (TED) Advisory Committee of the Hopi Tribe.
9. Takes the lead role in the TED Project's planning and implementation phases of the new Education Code and school system.

10. Takes the lead in the development of a Comprehensive 10-year Hopi Education Plan with all key stakeholders.
11. Coordinates all public comments and finalization of the new Hopi Education Code.
12. Performs other related duties as assigned or authorized to achieve project goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern principles and practices of project work and strategic planning;
- Knowledge of modern office machines/equipment and software programs;

- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Skill in problem solving and researching;
- Skill in organizing public forms and scheduling;
- Good organizational and time-management skills;

- Ability to work independently and take initiative to carry out assigned responsibilities;
- Ability to work beyond the expected work hours;
- Ability to maintain project records, information and files;
- Ability to work collaboratively with diverse individuals, groups and organizations;
- Ability to establish positive professional working relationship with others.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is mostly sedentary and performed in a community/village and within local businesses and public facilities. At times, the work may extend beyond the normal eight (8) hour daily work schedule. Travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Educational Leadership or Education;

AND

Experience: Four (4) years' of supervisory program related work experience;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent is responsible for maintaining a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENTS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.