



PROJECT COORDINATOR

Hopi Tribe Pandemic Recovery Committee (HTPRC)

Reports To: HTPRC Chairperson/Designee

Salary/Hourly Range: 36

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for administrative management of COVID Relief and Recovery funds for the Hopi Tribe in collaboration with the Hopi Tribe's Pandemic Recovery Committee.

This position is supervised by the Hopi Tribe Pandemic Recovery Committee Chairperson or Designee. The supervisor provides direction and guidance by defining and clarifying office/program mission and goals, identifying resources available and establishing program services objectives and position performance standards. The employee is responsible for performing functional responsibilities and duties under general supervision, consulting with the Committee on difficult problems, unusual situations or complex issues. The employee keeps the Committee informed of progress. Completed work is reviewed for effectiveness in carrying out and meeting established goals and objectives.

The incumbent performs related functional duties of average difficulty which requires general knowledge of applicable management principles, methods and administrative practices. The work consists of duties that involve related steps, processes and methods. Contacts are with Committee members, Tribal Council members and the Hopi public involving the exchange of factual information, and providing assistance in administering the funds received by the Tribe.

The work is sedentary and performed in a standard office environment that requires normal safety precautions typical of offices/meeting rooms and working around office machines and equipment. A majority of the work is performed in the office when conducting on-site meetings/presentations. Travel on and off the Hopi Reservation may be required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Responsible for coordinating and administering the Committee functions and activities in accordance with goals/objectives and applicable Tribal Resolutions.
- 2) Supervises and monitors all support staff of the project.
- 3) Provide day-to-day support and manages research for the Committee.
- 4) Monitor project budgets, travel arrangements, and purchase supplies as needed.
- 5) Maintains a system for tracking applications; updates the system weekly and provides information to the Committee.
- 6) Responsible for data collection, storage and protection of the information.
- 7) Prepares correspondence, project reports and other documentation; establishes and maintains official records of program documents and files.
- 8) Collaborates with Human Resources to develop position descriptions for additional staff.
- 9) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Business Management or closely related field;

AND

Experience: Two (2) years work experience in public service program planning, development, or management;

OR

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative operational planning and management principles and practices
- Knowledge of evaluation principles including goal and objective setting
- Skill in operating computers, digital copiers and other modern office machines and equipment
- Excellent writing and verbal skills adequate for preparation of statistical and narrative reports, composing official correspondence, and for public presentations
- Good organizational and time-management skills
- Basic research skills to include attention to detail, taking notes, time management, problem solving, and communicating results
- Ability to assess needs and develop appropriate plans to meet those needs
- 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

NECESSARY REQUIREMENTS

- 1) Must 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 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.