



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSTION TITLE: PROJECT COORDINATOR**

**SUPERVIOSR: HOUSING MANAGER**

**OPEN: OPEN UNTIL FILLED**

**SALARY: \$52,120.00-\$67,440.000 ANNUALLY 1 FTE**

**REPRESENTATIVE DUTIES INCLUDE:** To provide assistance to the housing manager in construction management, annual housing inspections, and procurement. Provide administrative and clerical support. Setup and maintain contract files, procurement files, solicit bids or request for proposals, contact vendors for material, maintain lists of vendors, contactors, and suppliers as instructed by the housing manager. Ability to communicate effectively, both verbally and in writing, and possess strong human resource skills.

**MINIMUM QUALIFICATIONS INCLUDE:**

1. High school diploma or GED, some college preferred.
2. Three (3) years' experience in Indian Housing construction program field.
3. Computer skills in MS Word, MS Excel, and internet browsing.
4. Ability to read construction blueprints.
5. Create a scope of work and budget.
6. Must be able to climb a ladder to go on roofs and crawl spaces
7. Must be able to bend, kneel, stoop and lift 50lbs.
8. Knowledge of the Native American Housing and Self Determination Act (NAHASDA), Federal procurement standards, and Davis-Bacon requirements.
9. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
10. Must be able to work in a team environment.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATION: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_