



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** GRANT WRITER

**SUPERVISOR:** COMMUNITY DEVELOPMENT OFFICE DIRECTOR

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$25.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** Under the Supervision of the CDO Director, the Grant writer collaborates with Administration and Department directors to identify appropriate contract/grant opportunities. Incumbent will utilize the Tribe's grant policies, protocol, and procedures to develop successful applications on behalf of the Tribe. Proficiency with competitive Federal Granting agencies in areas of Tribal growth to include, but are not limited to Community Development, Transportation, Housing, Infrastructure, Health and Social Services, Education, Natural Resources and Cultural Preservation .Establishes and maintains effective working relationships with staff, departments, community, and representatives of federal, state, local, and other agencies to address relevant issues. Identifies and scopes appropriate grant opportunities.

**MINIMUM QUALIFICATIONS:**

1. AA Degree, BA preferred with experience working for a Tribe.
2. Highly Organized with the ability to meet deadlines.
3. Ability to work within tribal community
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. 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 APPLICATIONS: 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: \_\_\_\_\_

7/19/2024