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| JOB TITLE | Capacity Builder | LOCATION | Anchorage |
| TYPE OF POSITION | Full-Time, Regular | SCHEDULE | M-F, 8am-5pm |
| FLSA STATUS | Non-exempt | REPORTS TO | President |
| SUPERVISES | N/A | DATE POSTED | 11/19/21 |
| POSITION NO. | 111921 | | |

POSITION SUMMARY:

This position supports tribal capacity building, stabilization, and programmatic support for tribes to include program management, administrative support and best practices, and administrative, programmatic and council level reporting. This position will serve as an interim tribal administrator for tribes in Alaska as needed.

ESSENTIAL FUNCTIONS:

- Programmatic management and reporting.
- Tribal and community strategic development and presentation.
- Program and policy development for tribal entities.
- Tribal administrative stabilization and best practices processes and implementation.
- Management support for CARES and ARPA funding.
- May perform tasks related to the position as well as various duties, as assigned, to support the overall objectives/goals of tribal clients.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree or 10 years’ of relevant work experience.
- Ten years’ experience in funds management and reporting or related.
- Stable, progressive work history.

PREFERRED QUALIFICATIONS:

- Experience with tribal programs and their administration and reporting requirements.
- Federal on-line reporting.
- Experience working with tribes and tribal non-profits in rural Alaska or the Lower 48.
- Grant development.
- Experience working with tribal councils.

REQUIRED SKILLS:

- Strong project management skills.
- Exceptional communication skills - both oral, written and interpersonal.
- Demonstrated ability to have completed multiple, moderately complex technical projects.
- Demonstrated effective leadership and analytical skills.

- Ability to plan short and long-term goals and deal with change.
- Ability to work independently or as part of a project team in a fast-paced, collaborative environment.
- Ability to self-organize, provide continual status updates, set and meet project deadlines.
- Excellent organization and time management skills to ensure project deadlines and goals are met.
- Ability to adhere to company values and mission.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodation according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.