

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

JOB TITLE: Program Specialist
REPORTS TO: Tribal Administrator
SUPERVISORY: No
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Non-Exempt
DATE: May 1, 2024

POSITION OVERVIEW:

This position is based in Nuiqsut, Alaska with some travel required. This position supports the stabilization, coordination, delivery of services and reporting for the Tribe's PL-638 and emergency fund programs including scholarships, education, and job placement support for Tribal Citizens.

RESPONSIBILITIES:

- Programmatic management and reporting, ensuring all deliverables of each program are met timely and in accordance with the requirements of the contract award and modifications.
- Provides in-take and receipt and support of applications from Tribal Citizens.
- Coordinates with Accounting to ensure expenses are allowable and that budgets are maintained.
- Provides, when requested, Tribal and community strategic development and presentation.
- Provides monthly and annual written reports for the Tribal Administrator as well as the narrative reporting to the funding agencies for all grants required.
- May perform tasks related to the position, as assigned, to support the overall objectives/goals of the Tribe's programmatic stabilization and growth.
- Other duties as assigned.

KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously. Strong attention to detail and strong problem-solving abilities.
- Strong verbal and written communication skills. Ability to interact with staff, Tribal Citizens, Tribal Council Members, and external contacts in a professional manner.

- Proficiency in using office software, such as MS Office, email and calendar management tools, and document management systems. Familiarity with data entry and record-keeping. Mac Systems knowledge.
- Ability to work in a fast-paced environment, adapt to changing priorities, and handle unexpected situations with poise and professionalism.
- Demonstrated discretion in handling sensitive and confidential information.
- Collaborative mindset with the ability to work effectively in a team-oriented environment. Willingness to provide support and assist team members as needed.

REQUIRED QUALIFICATIONS:

- A minimum of a high school diploma with a combination of five (5) years of project or program experience.
- Ability to provide professional and supportive assistance to Tribal Citizens requesting support.
- Driver's license and clean driving record (seven years with no infractions).
- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Ability to pass a criminal background check.
- Consistent and dependable attendance is a mandatory requirement of this position.

DESIRED QUALIFICATIONS:

- A minimum of five (5) years of experience working with, or for, a Tribe or Tribal organization.
- Experience with Tribal programs and their administration and reporting requirements.
- Federal on-line reporting.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

Please provide a resume to administrator@nvnuiqsut.org.