

Job Title: Project Coordinator

Organization: Petersburg Indian Association

Employment Status: 30-40hr/wk -Temporary

Salary: \$26-29/hr

Shift: Day shift

Reports To: Tribal Administrator

Position Closing Date: When filled

Location: Petersburg, Alaska (**Séet Ká Kwáan**)

The Petersburg Indian Association (PIA), located in Séet Ká Kwáan, on the north end of Mitkof Island, is one of several islands in the Alexander Archipelago of Southeast Alaska. Tlingit people have lived, gathered and fished in what is today Petersburg for hundreds of thousands of years.

The PIA is dedicated to our native community by promoting our cultural values, education and wellness, while creating a sustainable and diverse economy, cultivating leadership, strengthening families, and respecting our environment.

Today, Petersburg is home to approximately 3,200 year-round residents and is a major fishing port. Our local schools have been nationally recognized with awards for high excellence. Mitkof Island provides a stunning natural setting for residents and visitors to enjoy. The Tongass National Forest, which surrounds Petersburg, offers a plethora of recreational opportunities such as fishing, hiking, and kayaking/canoeing.

Project Coordinator responsibilities:

Oversee and ensure compliance with legal and regulatory requirements, specifically US Treasury, ARPA and other federal governmental grants and contracts.

Represent the tribe in external meetings, negotiations, and collaborations with other tribal entities, general and construction contractors, government agencies, and community organizations.

Provide guidance and support to the tribal administrator and/or the tribal council in developing strategic plans and initiatives.

Implement and oversee various large and small projects, as directed by the tribal council and under the supervision of the tribal administrator, that are funded by the US Treasury (ARPA) and other federal agencies.

Qualifications

Project Management Experience: Proven experience in coordinating and managing small and large projects, including budgeting, tracking contractors and suppliers, and communicating effectively with all entities.

Legal and Regulatory Compliance: Ability to understand and ensure compliance with federal, state, and tribal laws, policies, and regulations.

Contract Management: Experience managing Requests for Proposals, drafting contracts, handling change orders, serving as the main point of contact between the contractor and PIA, and overseeing contract completion.

Organizational Skills: Strong organization and management skills, with effective communication abilities across various professions.

Financial Management: Proven experience with financial management, budgeting, and grant administration. **Problem-Solving Skills:** Strong problem-solving and decision-making abilities.

Commitment to Community: Demonstrated commitment to serving the needs of the tribal community and knowledge of Alaska Native customs, traditions, and protocols, or a willingness to learn.

Other Requirements

Driver's License: Possess a current valid and insurable state of Alaska driver's license. **Screening:** Pass pre-employment drug screening and a criminal background check. **Travel:** Some travel may be required.

Application Process

To apply, please send a cover letter and resume to careers@piatribal.org.

Alaska Native/American Indian preference shall apply to this position.