

## VACANCY ANNOUNCEMENT

### PROJECT COORDINATOR

**TITLE:** Native American Career & Technical Education Program (NACTEP)  
**SALARY:** According to SCC Salary Scale (education and experience) - FRINGE BENEFITS  
**STATUS:** FULL-TIME (FOR DURATION OF GRANT)  
**OPENING DATE:** September 25, 2018 **CLOSING DATE:** Friday, October 5, 2018 - 2:00 PM

#### MINIMUM QUALIFICATONS:

- B.S./B.A. Degree in Human Services, or related field with the State of Montana Certificate preferred.
- Experienced in managing program records of federally funded projects.
- Knowledge of Rocky Boy Indian Communities as to its geography, population groups, educational needs, and cultural differences.
- Computer literate using e-mail, data base programs, Microsoft Word and Excel.
- Ability and willingness to implement active learning hands-on projects.

#### QUALIFICATONS:

- Have strong communication, interpersonal, and organizational skills.
- Highly organized, self-motivated.
- Assist & supervise Job Placement Officer in the development of career guidance and job placement/development component of the program.
- Identify and use existing community organizations, agencies and individuals who can serve as resources for the project.
- Develop individual career and technical education plans with all trainees and adults receiving services from the project.
- Prepare necessary reports as required.
- Coordinate all meetings for the SCC Career and Technical Committee.
- Provide community information and access to programs.
- Actively recruit potential students from target population.
- Meet with college and classroom field experience personnel once a month during the academic year to monitor student progress and rectify problems experienced by students and personnel.
- Prepare and monitor Native American Career and Technical education Program Plans of selected students and classroom field experience trainees.
- Select and purchase program materials and supplies when needed.
- Ability to relate well to people and work with traditional, non-traditional, and minority students.
- Thorough knowledge of Chippewa Cree culture, language and traditions

#### APPLICANTS WILL SUBMIT THE FOLLOWING:

- Letter of interest. Three (3) **current** letters of reference
- Official Transcripts
- Current resume and SCC Application - [applications available at www.stonechild.edu](http://www.stonechild.edu)
- Proof of Current Montana Driver's License
- Background check upon hire
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99