



HOH INDIAN TRIBE

HUMAN RESOURCES

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Job Title	Project Manager
Department	Administration
Reports To	Hoh Tribal Business Committee
Status	Permanent/Full Time
Salary Range	DOE/Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:

As the Project Manager, this employee will oversee and facilitate a broad vision for the community. This employee will research, design, and help advance new and existing projects. This includes setting and managing client expectations, developing a detailed project plan, defining the scope of each project, understanding project risks and assigning team members to specific tasks. Some main focuses will be on establishing the newly acquired upper Hoh highlands and all existing tribal properties. This employee will perform grant reporting functions in a timely manner as needed.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Key role in managing and planning projects from beginning (RFP's) to approving final plans.
- Plans, specification, submittal review, schedules and coordinates production of the company's products
- Evaluates raw materials and equipment to ensure everything is in place for production
- Schedules shifts and workers to provide proper coverage
- Constantly reviews costs to ensure the production process stays within budget
- Reports on the production status and any production issues to Hoh Tribal Business Committee
- Resolves and handles production disruptions and productivity problems
- Finds ways to improve productivity and reduce costs
- Uses market forecasts and competitive analysis to anticipate necessary production changes
- Coordinates planning meetings and presents goals and program options
- Creating timelines for each project completion to ensuring tasks are finished within the confines of the assignment, the project manager must remain aware of how the project is progressing.
- Compiles and analyzes data and incorporates data in grant applications as needed
- Performs grant reporting functions in a timely manner as needed
- Other duties as assigned

Skills and Specifications:

- Accountability
- Adaptability
- Clear Communication
- Creativity
- Decisiveness
- Forecasting
- Organization
- Strategic Thinking
- Time Management
- Must be able to work well with other as a team and individually
- Ability to use word processing and spreadsheet programs
- Ability to follow oral and written instructions
- Ability to read, write, and perform general mathematical computations
- Ability to work outside under all types of conditions
- Ability to take accurate and complete notes and/or messages
- May occasionally work odd or extended hours as needed
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to a clear and pre-employment alcohol and drug test, and criminal background check
- This employee may occasionally be required to lift and move up to 50 pounds
- Punctual attendance

Education and Qualifications

- Bachelor's degree in planning, grant writing or a related area (master's degree preferred)
- A minimum of two years of grant writing experience
- Excellent knowledge of proposal submission and fundraising process
- Excellent verbal and written communication skills
- Strong research skills and knowledge of information sources
- Sharp analytical and problem-solving skills
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Proven experience as production planner
- Meticulous and diligent

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.