



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive
Oakhurst CA 93644
(559) 412-5590

POSITION DESCRIPTION – Project Director

Reports To: Tribal Administrator

Department: Tobacco Outreach
& Education Program

Status: Non-Exempt

Salary Range: \$25/HR

Summary & Scope of Position:

The purpose of the Picayune Rancheria of the Chukchansi Indians Tobacco Outreach & Education Program is *to prevent and reduce improper uses of tobacco from a traditional and cultural perception, promote physical and mental health in tribal youth through the age of 24 years through a data-informed, community participatory process resulting in greater interagency cooperation and the implementation of culturally informed tier one universal evidence-based prevention strategy regarding Tobacco uses. The Tribe's work will be:* 1) informed by the community; 2) anchored in evidence-based practices and cultural knowledge regarding the uses of tobacco; and 3) based upon local data on community systems, community needs, community readiness, and community assets. The Tribe's project will cover the Picayune Rancheria and include the areas of Mariposa, Madera, Fresno, and some of the Tribal Membership in the Southern California area.

The Project Director's responsibility is to deliver educational outreach to Picayune Rancheria of the Chukchansi Indian enrolled members, community members/residents, and other Tribes as necessary. The Project Director will be responsible for timely and accurate recording of grant information and ongoing goals and objectives of the Tobacco Grant. Cross training required in multiple support functions. The Project Director is responsible for the achievement of all goals and objectives in the program, as well as the successful completion of the data collection and other required activities. The requirements for the position are a minimum of 5 years' experience serving the community in a similar capacity, demonstrated project management skills, proven capacity to build leadership teams and groups, and evidence of strong familiarity with culture. The preferred qualifications include a minimum of a bachelor's degree, strong writing skills, Native language skills, and experience with data and data collection.

Required Knowledge, Skills, and Abilities

- High school diploma or GED, required
- Bachelor's degree preferred however a combination of education and experience may be substituted on a year to year basis;
- Five (5) years' experience working in Tribal government administration and communities;
- Must be able to work with changing priorities;

- Requires excellent organizational, problem solving and critical thinking skills;
- Requires the ability to maintain confidentiality;
- Is knowledgeable of typical policies and procedures regarding benefit allocation;
- Is able to present information to a wide variety of audiences;
- Possesses strong interpersonal skills;
- Demonstrates effective communication skills, both orally and in writing;
- Is detail oriented with the ability to meet schedules and honor deadlines;
- Will be need to lift and/or carry things up to 50lbs;
- Knowledge and familiarity of American Indian culture and tradition;
- Must be able to work well under pressure;
- Excellent computer skills required and other small office equipment knowledge;
- Knowledge of Microsoft Windows programs (i.e. Power point, Word, Excel, Publisher).

ESSENTIAL RESPONSIBILITIES

- Ensure Tobacco grant goals and objectives are met and adhered to;
- Responsible for providing neat and orderly department records;
- Ensure highest standard of quality is achieved in all duties carried out.
- Maintain effective relationships with all office staff and Tribal Members.
- Team oriented;
- Other duties as assigned by immediate supervisor;

EXAMINATION

- Must take and successfully pass drug and alcohol test;
- Must successfully pass background check including fingerprinting;
- Must have valid California Driver’s License with no restrictions

PRCI Tribal Preference:

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied an interview if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

Native Preference:

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)