Knik Tribe (KT)
Position Description

Title: CDC Covid Project Director
Department: Education and Training Committee
Reports To: Education and Training Director
Supervises: CDC Covid Personnel
Wage / Salary: Non-Exempt level position; DOE

POSITION SUMMARY:
This position will provide administrative direction for the overall operations of the CDC Covid project. These responsibilities include policy development and implementation; program development; oversight of fiscal viability of the pertinent programs, including budget development and monitoring; and personnel service administration for the CDC Covid Grant.

BASIC FUNCTIONS:
Under the general direction of the Education and Training Committee/Director. The CDC Covid Project Director is responsible for the Knik Tribe’s, management, and oversight of policies procedures with in the CDC Covid project. Position will oversee financial and management of departmental policies, and interdepartmental communications for CDC Covid Grant that best serve the membership and organization. Responsible for all CDC Covid grant’s financial and reporting requirements and will seek additional sources of revenue including grant submissions. The position will work to enhance the personal growth and enrichment of the Tribe as it relates to our education, culture and history. The position uses considerable independent judgment and signature authority in decisions that influence development and operations of Knik Tribe.

ESSENTIAL FUNCTIONS:

- Planning and Development
- Develops, reviews, and updates departmental policies and procedures
- Financial and budgetary administration, review, development, and monitoring
- Ensures program compliance
- Responsible for reporting to funding agencies as required
- Research, plan, and implement initiatives and special projects
- Develops and establishes a comprehensive, standardized communication system for all CDC Covid activities
- Will be responsible for timely and thorough communication of plans, requests, and recommendations to the Executive Director/Education and Training Director, and community as necessary
- Develop and sustain partnerships with community members and organizations to assist in developing, teaching, and ensuring that Tribal traditions are passed on for future generations by creating connections between elders, youth, and adults, and community stakeholders utilizing traditional cultural values with every opportunity
- Provide guidance and direction to Culture for preparing program proposals and for verifying accuracy, thoroughness, and reasonableness of proposed development plans, designs, implementation plans, and related presentation materials
• Responsible for ensuring compliance of approved Tribal policies and procedures and developing positive morale and team spirit while ensuring accountability for delegated responsibilities within CDC Covid project.
• Assists in developing plans, goals, objectives, policies and procedures.

ADDITIONAL RESPONSIBILITIES:

• Participates in various meetings and special committees to obtain guidance, provide leadership, and coordinate activities of these groups to the best interest of the CDC Covid project.
• All other job-related duties as assigned.

CONTACTS:
Immediate peers, peers in other departments, immediate supervisor/manager, managers in other departments, Executives, Board of Directors, Tribal members and employees, individuals, families, community groups, leaders, Tribal Elders and Traditional Dena’ina people, and knowledge carriers, pre-birth to higher educational institutions, social services personnel, Community, Federal, State, and other Tribal agencies, customers, vendors/ service providers

PHYSICAL REQUIREMENTS:
Position is sedentary, primarily sitting, lifting a maximum of 50 pounds. Physical factors include constant use of near vision and typing; frequent sitting, use of midrange vision, occasional standing, walking, carrying, lifting, stooping, kneeling, climbing, pushing, reaching, manual handling, use of hearing, smelling, far vision, depth perception, color/field of vision, travel and bending; Working conditions include occasional exposure to weather, extreme cold, and noise, Potential hazards include constant computer use, frequent travel by car and plane, occasional moving mechanic parts, electric shock, chemicals, infectious exposure, client contact, and equipment. Working conditions include contact with the public, client contact and infectious exposure. Exposure to outdoor environments including wooded, field, and uneven terrain for gathering, ceremonial or research purposes. Protective equipment/ clothing needed to perform the job include; hazard kit with protective gloves, mask, etc. and personal protective equipment

REQUIREMENTS:

Education: Bachelor's Degree in Education or related field, 5 + years of experience in similar position. Master's Degree in Public, Business, Education Administration, Education leadership or related field, Preferred.

Experience: Minimum of 1 years in fiscal and program management and working with federal grants and contracts required. Minimum of 1 years of supervisory experience required.

WORK ENVIRONMENT:

1744 N. Prospect Dr., Palmer, AK 8am to 5pm daily, Monday through Friday, with an unpaid 60-minute lunch. Travel to occasional trainings or meetings may be required.

CONDITION OF EMPLYMENT:
- Knowledge and experience of the KTC Service Area.
- Advanced ability with all Microsoft Office Applications.
- Capable of basic maintenance for general office equipment and multi-line phone systems.
- Knowledge of general secretarial/scribe functions and procedures.
- Advanced accounting knowledge.
- Advanced knowledge of federal funding processes and social services administration.
- Advanced knowledge of government funding and social services.
- **Must have valid driver license issued by State of Alaska within 30 days of hire**
- **Must pass a criminal background check**

Knik Tribal Council Practices Native preference per Public Law 93.638, with the following priority: Knik Tribe members, Alaska Natives, Native Americans.

Your signature below indicates that you have read the Position Description and that you understand the requirements and responsibilities of this job. This Position Description is not an all-inclusive list of duties and related tasks that may be requested of the incumbent, and this document is subject to revision by management as needed at any time.

_______________________________________________
CDC Covid Project Manager        Date

_______________________________________________
Executive Director        Date