



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Special Projects Coordinator
Status: Regular full-time (40 hours per week)
Location: Minnesota Chippewa Tribe Office Building, Cass Lake, MN
Pay: \$21.03 per hour; full fringe benefits
Deadline: Monday, October 17, 2016

Description: The Special Projects Coordinator will be responsible for design, development, implementation, evaluation and reporting of projects to support the Finance Corporation and other programs of the Minnesota Chippewa Tribe.

- Research prospective funding agencies for financial support of special projects and existing programs.
- Provide technical assistance to program staff on new or existing projects to include action plans, budgets, evaluation and outcomes of projects.
- Coordinate, analyze, implement and report the Finance Corporation's strategic plan and business model.
- Coordinate marketing and advertising strategies, including maintaining and updating the Finance Corporation's website, and other Minnesota Chippewa Tribe projects as assigned.
- Develop, write, and submit grant applications. Provide progress reports as outlined in approved grants.
- Consult with appropriate in-house staff from MCT six member bands as well as applicable organizations related to projects or programs.
- Provide Quarterly activity reports to the Director.
- Develop effective communication methods to ensure the needs, vision, and desired outcomes of special projects are met.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in Business Administration or related field preferred.
- Knowledge in grant research, writing, and submission of proposals.
- Familiar with all applicable local, Minnesota, federal and tribal laws and regulations as it relates to housing and economic development industries.
- Must relate to all types of people, personalities, and lifestyles in a friendly, positive, and professional manner.
- Knowledge and experience in project management and development.
- Background check is required.
- Must have a valid driver's license and current auto insurance, and the use of a privately owned vehicle for business purposes.

Send resume and list of three professional references to:

Gary S. Frazer, Executive Director, The Minnesota Chippewa Tribe
PO Box 217, Cass Lake, MN 56633
EEO-American Indian Preference