

**BRISTOL BAY NATIVE ASSOCIATION
PROJECT POSITION DESCRIPTION**

**POSITION TITLE: Project Manager; Tribal COVID Preparedness and Response
PROJECT POSITION – Now thru June 9, 2021**

OBJECTIVE: BBNA's Program Development Department is adding this project position to manage the Bristol Bay Tribal Preparedness and Response to the coronavirus pandemic to 32 Tribes across the Bristol Bay region.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Two years post-secondary education or two years' work experience in economic development, planning, business management, or related fields may substitute for education requirements. Computer proficient using Word processing and Excel spreadsheet applications. Must enjoy reaching out and be able to communicate effectively with people across a variety of differing backgrounds and cultures. Strong organizational, writing and reading skills. Willing to develop skills related to the project's range of activities. Must be able to follow supervisor directives paying close attention to detail and with minimal supervision. Ability to independently track multiple tasks and provide follow-through to meet timelines and funding requirements. Familiarity with the Bristol Bay area, people and cultures is important. Willing and able to travel throughout the region (if/when BBNA COVID related travel ban is lifted.) Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Achieve project goals

by

- Developing a basic understanding of the project funding source, regulations, functions, policies & procedures.
- Managing project activities to provide the tribes with resources and supplies they need to prepare for and respond to the coronavirus pandemic.
- Collaborate with departmental staff, project teams, consultant(s), service providers, and project partners.
- Setting up in-person or virtual planning meetings with tribes that meet their requirements given the changing conditions.
- Providing the latest COVID-19 information and recommendations widely, and recalling any outdated or misleading information.

Provide Fiscal Management

by:

- Administering budgetary and contractual obligations.
- Providing timely, accurate reports to funding agency.

Keeps Management Informed

by

- Communicating frequently with Supervisor.
- Preparing a comprehensive monthly report to the Department Director.
- Keeping relevant statistics.

Monitor and improve program and service quality

by

- Monitoring the program and looking for areas for improvement.
- Participating and collaborating with internal planning teams and similar groups to improve overall effectiveness of the program.

Protect program integrity and client privacy

by

- Abiding by BBNA’s policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

DUTY STATION: Dillingham Annex Building

SALARY RANGE: \$46,605 - \$68,250/yr

REPORTS TO: Program Development Department Director

_____	_____
Employee Acknowledgement	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources Director	Date
_____	_____
President / Chief Executive Officer	Date