

## **SUMMIT LAKE PAIUTE TRIBE**

Primary Administrative Office  
2255 Green Vista Dr. Suite 402  
Sparks, NV 89431-7599  
Phone: (775) 827-9670 • Fax: (775) 827-9678

### **JOB ANNOUNCEMENT**

**Position Title:** Project Coordinator      **Rate of Pay:** \$16.25 hr.  
**Opening Date:** 04/14/2025      **Native Preference through May 5, 2025, 5:00pm**  
**Closing Date:** Open until filled      **Funding Program:** Fund 1159  
**Duration of Employment:** Temporary, 2 years, Part- Time  
**Benefits:** (subject to completion of probation-90 days) Paid Holidays/Vacation & Sick Leave

**ABOUT THE TRIBE.** The Summit Lake Paiute Tribe (SLPT) is a federally recognized Tribe. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California; and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

**POSITION SUMMARY.** The Project Coordinator will be responsible for the day-to-day management and successful implementation of the project and providing updates to the Tribal Chairwoman and Tribal Council. The coordinator will also provide support to the Youth Project Council to ensure that the goals, objectives and expectations are met, thereby maximizing services for enrolled Tribal members. Under the immediate supervision of the Council Chairperson, however, work responsibilities are performed in compliance with Tribal laws, professional code of ethics and applicable Federal laws. Position must possess pleasant manners, excellent people skills, able to be a team player, and project a professional image in all verbal and written communication.

### **DUTIES AND RESPONSIBILITIES.**

1. Develops and maintains professional working relationships with all Council members, staff, Tribal members, and Federal and State agencies.
2. Effectively communicate any concerns and questions received from Tribal membership to the Tribal Council.
3. Reports regularly to the Tribal Council concerning the status of all assignments, duties, projects and functions of the various programs and activities. Assists in establishing program objectives

and meeting deadlines, preparing resolutions, contracts, reports and other supporting documents as needed.

4. Perform other duties as directed by the Tribal Chairwoman or Tribal Council.

5. Adhering to the grant agreement requirements and objectives.

6. Adhering to the tribe's policies and procedures. Maintaining confidentiality.

## **QUALIFICATIONS**

- A combination of education, training and experience in related field.
- Must have strong organizational skills and be a self-motivator with the ability to motivate others in a constructive atmosphere.
- Must have excellent verbal and written communication skills and experience in the successful administration of State and Federal contracts and grants.
- Must be able to read, prepare, review, and discuss program budgeting.
- Must have strong technical computer skills required to process budgets, grant and contract development, spreadsheets, word processing, and power point presentations.
- Must have a valid driver's license and be insurable under the SLPT vehicle insurance policy

## **INDIAN PREFERENCE**

The Summit Lake Paiute Tribe is a Tribal entity and Indian preference employer, in accordance with Section 7(B) (c) of Public Law 93-638, the Indian Self-determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.