

SUMMIT LAKE PAIUTE TRIBE
2255 Green Vista Dr. Suite 402
Sparks, NV 89431-7599
Phone (775) 827-9670 Fax (775) 827-9678

JOB ANNOUNCEMENT

Position Title: Grant Writer

Rate of Pay: \$30.00 an hour (DOE)

Opening Date: 12/29/2023

Native Preference through 01/12/2024 5:00 pm

Closing Date: Open until filled.

Benefits: Paid Holidays/Annual & Sick Leave

Duration of Employment: Part-time

About the Tribe: The Summit Lake Paiute Tribe is a federally recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's constitution is titled Articles of Association. The Summit Lake Reservation is located 50 miles south of the Oregon state border, 68 miles east of Cedarville, California, and 83 miles north of Gerlach, Nevada. The Tribes Primary Administrative Office is in Sparks, NV.

Job Summary: The Grant Writer will be responsible for researching and soliciting grants from government agencies and other funding sources that fit the goals and objectives of The Summit Lake Paiute Tribe of Nevada to better serve their tribal membership with resources. Strong analytical and written communication skills are required, including the ability to be detailed-oriented, accurate typing. Must possess a pleasant manner, excellent people skills, ability to be a team player, and project a professional company image at all times.

Major Duties and Responsibilities: Under the direct supervision of the Tribal Chairperson, or ranking Department Director present, the Grant Writer shall perform the following duties, but are not limited to:

1. Research and Identify funding opportunities and/or new grants to match and/or expand services for The Summit Lake Paiute Tribe.
2. Write Proposals, reports, letters and supporting documents to apply for renewed and/or prospective funding from government agencies, State or Federal agencies, etc.
3. Maintain regular communication with Tribal Chairperson on upcoming grant opportunities, grant application guidelines, and project deadlines.
4. Develop timelines, strategy, and structure workflow to execute work plans and ensure timely submission of applications.
5. Evaluate programs utilizing data entry, data validation and verification, data management, data analysis support and reporting.
6. Maintain communication and high standard of professionalism, efficient in time management and strict deadlines, punctual and attention to details.
7. Conduct information-gathering activities with Program staff to develop grant applications.
8. All other duties assigned.

Minimum Qualifications:

1. Computer literate with Microsoft, Excel, and Word.
2. Must have a High School diploma or GED.
3. Minimum two to three years grant writing experience that demonstrates a proven track records of writing successful proposals and reports to government agencies

4. Knowledge of tribal government principles and functions.
5. Two to Three years' experience with data collection, analysis, and reporting bachelor's degree in English, Journalism, Media, or related field.
6. Must have a current CPR card or be able to obtain one within 90 days of employment.

Preferred Qualifications:

1. Minimum two years of college or vocational certificate in related field
2. Possess excellent verbal and written communication abilities and have excellent grammar skills.
3. Knowledge of, or experience with record management, including the ability to transcribe.
4. Must be proficient with Microsoft word, excel, access and power point.
5. Two (2) years' experience in tribal government principles and functions.

To Whom Position Reports:	Tribal Chairperson
Employee Classification:	Part time Employee
Travel Requirements:	Travel from Sparks to the reservation to attend Council meetings twice a year, training sessions for conferences, etc...
Driver's License:	Must possess a valid driver's license and be insurable by Tribe's insurance carrier.
Overtime Status: Probationary Period	Non-exempt position 90 days, accrual of annual leave following the completion of probationary period.

TRIBAL MEMBER AND INDIAN PREFERENCE

The Summit Lake Paiute Tribe is a Tribal Member, and Non-Member, Indian preference employer, in accordance with Section 7(b)(c) of 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 race, creed, sex, sexual orientation, religion, or national origin.