



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – TOBACCO OUTREACH & EDUCATION PROJECT DIRECTOR

Reports To: Tribal Administrator

Department: Tobacco

Status: Non-Exempt

Salary Range: \$37.42 per hour

SUMMARY AND SCOPE:

The purpose of the Picayune Rancheria of the Chukchansi Indians Tobacco Outreach & Education Program is to prevent and reduce improper uses of tobacco from a traditional and cultural perception, promote physical and mental health in tribal community members. The Tribe's project will cover the areas of Mariposa, Madera, Fresno, and some of the Tribal Membership in the Southern California area. The Project Director's responsibility is to deliver educational outreach to Picayune Rancheria of the Chukchansi Indian enrolled members, community members/residents, and other Tribes as necessary. The Project Director will be responsible for timely and accurate recording of grant information and ongoing goals and objectives of the Tobacco Grant.

PRIMARY RESPONSIBILITIES:

- Provides direct administration, supervision, and leadership to the tobacco education program.
- Supervises program staff, completes progress reports and acts as the program contact person for administrative and fiscal matters.
- Oversee planned Tobacco Outreach events.
- Must cross train all staff.
- Ensure Tobacco grant goals and objectives are met and adhered to.
- Ensure that all progress reports are done correctly and submitted on time.
- Responsible for submitting invoices on time to the state.
- Responsible for providing neat and orderly department records.
- Ensure the highest standard of quality is achieved in all duties carried out.
- Maintain effective relationships with all office staff and Tribal Members.

MINIMUM QUALIFICATIONS:

- High school diploma or GED, required.
- Bachelor's degree preferred however a combination of education and experience may be substituted on a year to year basis.
- Three (3) years' experience working in Tribal government administration and communities.
- Must be able to work with changing priorities.
- Requires excellent organizational, problem solving and critical thinking skills.
- Requires the ability to maintain confidentiality.
- Is knowledgeable of typical policies and procedures regarding benefit allocation.
- Is able to present information to a wide variety of audiences.

- Possesses strong interpersonal skills.
- Demonstrates effective communication skills, both orally and in writing.
- Must be detail oriented with the ability to meet schedules and honor deadlines.
- Knowledge and familiarity of American Indian culture and tradition.
- Excellent computer skills required and other small office equipment knowledge.
- Knowledge of Microsoft Windows programs (i.e. Power point, Word, Excel, Publisher).
- Must take and successfully pass drug and alcohol test.
- Must successfully pass background check
- Must have a valid Driver's License with no restrictions.
- Perform other duties as required.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Higher Education
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)