



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Project Coordinator
Location: Sokaogon Chippewa Community
Hours: Full-time 40 hours per week

Job Summary: *We are seeking a dynamic and organized individual to serve as the Project Coordinator for our Tribal community. The Project Coordinator will be responsible for managing and coordinating various projects and initiatives within the tribal government, ensuring their successful implementation and alignment with the community's goals and priorities. This role requires strong project management skills, attention to detail, and the ability to collaborate effectively with tribal leadership, department directors, and external stakeholders.*

Duties/Responsibilities:

- Plan, organize, and oversee the implementation of tribal projects and initiatives from initiation to completion.
- Develop project plans, timelines, and budgets, and monitor progress against milestones and deliverables.
- Coordinate project teams, assign tasks, and facilitate communication and collaboration among team members.
- Identify and mitigate risks, issues, and dependencies that may impact project success.
- Collaborate with tribal leadership, department heads, and community members to identify project needs, priorities, and objectives.
- Engage with external stakeholders, including government agencies, nonprofit organizations, and funding partners, to build partnerships and secure resources for tribal projects.
- Communicate project updates, accomplishments, and challenges to stakeholders through regular meetings, reports, and presentations.
- Manage project budgets, expenditures, and financial reporting in accordance with tribal policies and procedures.
- Coordinate procurement processes, including vendor selection, contract negotiation, and purchase requisitions.
- Monitor and track project resources, including personnel, equipment, and materials, to ensure efficient utilization and allocation.
- Maintain accurate and up-to-date project documentation, including project plans, progress reports, meeting minutes, and correspondence.
- Prepare and present project status reports, dashboards, and presentations for tribal leadership and stakeholders.
- Document lessons learned and best practices from completed projects to inform future planning and decision-making.
- Performs other duties as assigned

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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Qualifications:

- Bachelor's degree in Business Administration, Public Administration, Project Management, or related field. Master's degree preferred.
- Minimum of 3-5 years of experience in project management, with a track record of successfully leading and implementing projects.
- Knowledge of project management methodologies, tools, and techniques.
- Strong organizational skills, with the ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
- Excellent communication, negotiation, and interpersonal skills, with the ability to build relationships and influence stakeholders.
- Proficiency in Microsoft Office Suite and project management software.
- Understanding of tribal governance, culture, and community dynamics preferred.
- Certification in Project Management (e.g., PMP) is a plus.
- Valid driver's license and reliable transportation.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: June 11, 2024

Closing Date: Until filled

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