

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Project Coordinator
POSITION NUMBER: 03104
DEPARTMENT: Oneida Business Committee (OBC)
LOCATION: Norbert Hill Center
DIVISION: Non-Divisional
RESPONSIBLE TO: OBC Officers
SALARY: E03 \$34,753/Annually
CLASSIFICATION: Exempt
POSTING DATE: August 4, 2020
CLOSING DATE: September 3, 2020
Transfer Deadline: August 11, 2020
Proposed Start Date: To be Determined

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

The Project Coordinator accomplishes the OBC's objectives by planning, scheduling, and coordinating functions required for projects of the government. This position works with a team of professionals with the Strategic Planner and Project Manager to ensure all aspects of the project run smoothly and are completed on time. This is a politically appointed contracted position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide project management services to develop a timeline, milestones, schedules, and oversee progress to make sure goals are met on time.
2. Communicate goals, objectives, policies and procedures in accordance with charters, plans and needs of the OBC.
3. Assist in the facilitation and/or creation of charters and plans with planning teams and/or the Strategic Planner.
4. Ensure effective communication with all stakeholders as defined in charters.
5. Achieve financial objectives by ensuring projects are completed by deadlines and within budget.
6. Utilize spreadsheets and Gantt charts to track projects, dates, and other pertinent information.
7. To coordinate multiple aspects of a project in a fast-paced environment.
8. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; establishing networks; confer with representatives of contracted agencies and related organizations.
9. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms. Occasionally stand; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds with assistance.
2. Generally, work performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

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STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county, Tribal and local laws.
2. Knowledge of Oneida Nation organization, functions, objectives, policies and procedures.
3. Skill in operating various work processing, spreadsheets, project management and database software programs in a Windows environment.
4. Ability to exercise independent judgment.
5. Ability to work independently and meet strict timelines.
6. Ability to analyze situations and adopt appropriate courses of action.
7. Ability to problem-solve and multi-task.
8. Ability to have excellent organizational skills.
9. Ability to have excellent verbal and written communication skills to work efficiently and effectively.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Project Management Certification.
2. Experience working in Tribal Government.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Associate degree.
3. Two (2) years of documented successful experience in leading, developing, managing and participating on projects using principles of project management and/or may use equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**