



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250, Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

www.phxindcenter.org

PLEASE POST

JOB ANNOUNCEMENT

TITLE: PROJECT COORDINATOR (3 Positions)

DEPARTMENT: Native Workforce Services

HOURS: Monday to Friday – 8:00 A.M. to 5:00 P.M.

SALARY: \$35,000 to \$45,000 Per Annum (DOE)

RESPONSIBILITIES

Coordinate employment and training activities within the budget and direction provided. Oversee management information system effectively, provide oversight of contracting and supervision of consultants, monitor daily program activity, ensure contract goals and objectives are implemented, advise on program improvement plans based on program data, network with outside agencies in rural communities (specifically Winslow, Prescott and Yuma), serve on various boards as appropriate, keep open and clear communication with supervisor, supervise both on and off site staff. Assist in writing of program reports on a timely basis, maintain system of follow through for program, assure all customer files are complete, plan for and participate in staff development trainings as warranted, serve as a team player in program decision making and efforts. Assure that all program and agency policy and procedures are adhered to, maintain a professional attitude and relationships, maintain consistent and open communication with supervisor and other key staff, keep abreast of best practices in the field. Effectively work independently and use sound judgment and decision making.

Coordinate with agency staff and local service providers to minimize customer barriers. Assist staff with referrals to subsidized employment activities and direct job placement as necessary. Responsible for oversight and entry of data in Bear Tracks software to maintain customer data. Regular attendance at required staff meetings. Complete required monthly reports on status of customers, employer contacts and subsidized activities. May attend regional and national level conferences for training purposes and updates from DOL. Establish and maintain working partnerships with local employers and community and faith based organizations.

REQUIREMENTS:

Master's degree preferred in field appropriate to area of assignment and five years effective administrative/coordinator program experience with staff supervision; or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Demonstrated experience with program monitoring, program improvement plans and effective report preparation; effective verbal and written communication skills, knowledge of MS Office (Word, Excel, Access and Outlook). Knowledge of social, educational and economic issues of off reservation American Indians and knowledge of local labor markets.

Must have dependable transportation with valid driver's license and automobile insurance coverage in compliance with Center requirements. Must possess valid DPS fingerprint card or able to obtain one upon offer of employment. Familiarity with Federal Workforce Investment Act regulations and service delivery.

CLOSING DATE: OPEN UNTIL FILLED (Posting date: Tuesday, August 12, 2008)

APPLY AT:

PERSONNEL OFFICE.
4520 North Central Avenue, Suite 250
Phoenix, Arizona 85012
602-264-6768, ext 2103
www.phxindcenter.org

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.