



United Keetoowah Band

Of Cherokee Indians in Oklahoma

Traditional. Historic. Cultural.
UKB Corporate Board

JOB DESCRIPTION

Job Title: Grant-Project Coordinator
Organizational Unit: Echota Behavioral Health
Supervisor: Project Director
Status : Full- Time/EXEMPT
SALARY: \$48,000 - \$53,000/BOE

JOB SUMMARY:

The Project Coordinator will be responsible for day-to-day activities including organizing activities for the grant, coordinating events related to the grant, training and establishing communication between staff, communities, schools, and agencies. The coordinator will assist the Project Director and evaluator in coordinating evaluation and training activities and will assure that confidentiality and participant protection procedures are appropriately administered related to the grant, and that grant data is properly maintained and stored in the appropriate software.

Responsibilities include:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in department and agency meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Create a project management calendar for fulfilling each goal and objective.
- Data collection, entry, and maintenance.
- Participation in all prevention team events is required.
- Other duties as assigned by supervisor.

Other Requirements:

- Bachelors degree or equivalent grant experience
- Must possess a valid Oklahoma Driver's License and be insurable.
- Knowledge and skill in the use of computer applications in MS Windows environment.
- Skill in communicating courteously and effectively.

- Friendly, enthusiastic, and positive attitude.
- Skill in maintaining accurate records and preparing various reports in a timely manner.
- Skill in presenting ideas and facts effectively and accurately.
- Skill and ability to participate and work as a team member.
- Ability to maintain consumer confidentiality.

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

UKB and Tribal preference applies.
Job Description is subject to change.