



VACANCY ANNOUNCEMENT

Senior Project Coordinator

Established in 1969, United South and Eastern Tribes Inc., is a non-profit, intertribal organization that collectively represents its member Tribal Nations at the regional and national level. USET is dedicated to promoting Indian leadership, improving the quality of life for American Indians, and protecting Indian rights and resources on Tribal lands. Although its guiding principal is unity, USET plays a major role in the self-determination of all member Tribal Nations by working to improve the capabilities of Tribal governments.

Responsibilities: The Senior Project Coordinator is responsible for the coordination and administration of Office of Environmental Resource Management (OERM) projects, reports, and initiatives aimed at meeting the scope of work of the OERM Department and Programs. He/she will perform all necessary administrative duties including monitoring and managing project(s) schedule and budget, to ensure project(s) goals and objectives are accomplished as specified in the Scope of Work related to the projects assigned. The incumbent assists the OERM Director in managerial functions, with an emphasis in developing and monitoring program budgets; and in developing concepts, abstracts, and proposals for federal grants and other potential funding sources. The incumbent is expected to carry out assigned projects with minimal instructions and/or guidance.

Qualifications: Minimum of a Master's Degree from an accredited college or university in Agriculture, Range Science, Ecosystem Management, Environmental Science or related field which has equipped the applicant with specific knowledge, skills and abilities to successfully perform the duties of the position. Equivalent education and minimum of five (5) years' experience in a related field. Must possess extensive knowledge of hydrology, specifically for wetlands and surface water quality. Must possess excellent analytical abilities and verbal/written communication, organization, and presentation skills. Applicants may be required to submit documented writing ability. Must possess excellent abilities and skills in budget planning, oversight and administration. Demonstrated ability in grant research and proposal development. Demonstrated ability to exercise independent decision-making and the ability to communicate with counterpart staff in other agencies and tribal entities. Cultural sensitivity/ability to work within the customs and traditions of various tribal groups. Must exhibit demonstrated experience and high level of computer proficiency in Microsoft Office Suite, including Word, Excel and PowerPoint. Must be able to travel.

Position posted: April 24, 2018

Closing Date: Until Filled

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.

United South and Eastern Tribes, Inc. Email: tneptune@usetinc.org.