



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Project Manager	Open Date:	July 24, 2020
SLT Program:	Native Connections	Close Date:	Until Filled

Position Objective:

Major Duties & Responsibilities:

- Provide administrative management of the Spirit Lake Tribe Native Connections Cohort 2 SAMHSA grant #SM063483.
- Supervision of staff: Technical Education Coordinator, Data Entry and Consultant.
- Consults with Native Connections Finance for budget and long-term planning for sustainability when grant period ends in 2020.
- Provide Strategic Action Plan yearly and implementation of goals, objectives & activities. Develop proper protocols, policies and procedures for suicide-related acts.
- Work with Native Connections Advisory Board, Spirit Lake Suicide Coalition and other entities related to suicide education & prevention, particularly at-risk youth.
- Review SPARS data entry reports related to 8 indicators submitted appropriately with Data Entry employee. Assist with suicide-related data surveillance meetings.
- Oversight of TEC major duties/responsibilities with suicide prevention, education & with implementation of evidence-based, cultural-based and best practices with AILS curriculum, training presentations and community meetings in 4 district centers.
- Prepare, report and submit progress in conference with Native Connections Grant Project Officer and other staff. Submit monthly reports to Tribal Council Monitor.
- Native Connections End of the Year Report and Carry over budget modifications annually and work with Spirit Lake finance with yearly & proposed budgets.
- Must be willing to travel to tribal events, regional, state and national trainings/meetings.
- Build, cultivate and maintain relationships with Spirit Lake area schools and other agencies to assure effective prevention efforts with participation & evaluation.
- Make appropriate referrals to direct service providers and adhere to confidentiality.
- Other duties as assigned.

Qualifications, Experience and education required:

- Master's degree in Human Service or Education or related degree highly desired with years' experience in suicide education, prevention and training.
- Two years' experience or more in public speaking and training with all ages.
- Excellent verbal and written communication skills as well as editing, writing, typing, computer, communications and organizational skills.

- Knowledge of working with tribal communities and particularly the youth.
- Excellent organizational skills and interpersonal communication skills.
- Attention to and ability to meet deadlines.
- Commitment to order/prepare culturally competent education and outreach materials.
- Grant Management experience & proficient in Microsoft Office.
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.

Department	Human Resources	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time	Supervision	Tribal Council Monitor
Hourly Salary Range:	DOQ	Manages Others:	Technical Education Coordinator & Data Entry

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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