

Ho-Chunk Community Development Corporation Position Description

Position Title: Project Coordinator

Position Category: Exempt Professional Non-Management

General Responsibilities: The Project Coordinator shall perform professional and technical work in the area of community development activities including implementation of grant projects, compliance oversight, community partnering, and project planning.

Characteristic Duties:

1. Serve as lead Project Staff for identified community project projects.
2. Facilitate group dynamics in project planning and monitoring processes.
3. Provide oversight of project budgets.
4. Conduct planning, technical assistance, programming, and grant administrative services.
5. Serve as the representative between community residents, organizations and governmental bodies.
6. Attend job-related meetings and assist in communicating details of specific activities.
7. Work with responsible agencies and groups to develop and carry out plans and programs.
8. Facilitate in the coordination between HCCDC, the Tribe and other community activities.
9. Research of community data and information, analysis and dissemination of findings.
10. Assist in the design and development of new community projects.
11. Ensure compliance with tribal, state, federal, and foundation regulations.
12. Develop and maintain grant administration and fiscal records and systems.
13. Prepare timely proposals and reports.
14. Establish and maintain effective working relationships, and facilitate meetings with elected and appointed officials, public and private agency employees, and the general public.
15. Maintain all community project files.
16. Implement the policies, programs, and projects of HCCDC as set forth by the Executive Director, HCCDC Work Plans, HCCDC Board of Directors and Winnebago Tribal Council.
17. Work with consultants and technical advisors.
18. Perform other duties as assigned.

Supervision: The Project Manager will work under the supervision and direction of the Executive Director and be expected to complete assignments independently or as a member of a project team.

Qualifications: A Bachelor's Degree in business administration, public administration, or related field is preferred. Three years experience in community and/or economic development, and management and supervision experience preferred. Have knowledge and ability to work with state and federal program administration requirements. Be able to interpret program requirements, objectives and recommendations to interested groups and the general public. Possess effective oral and written communication skills, organizational skills and be able to establish and maintain effective working relationships with the public and private sector. Have computer experience. And the ability to meet multiple deadlines and organize large volumes of data.