

**PERSONNEL**



PO Box 167  
Concho, OK 73022  
405.422.7498  
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**\*\*VACANCY ANNOUNCEMENT\*\***

**POSITION:** Project Manager  
**DEPARTMENT:** Judicial Branch  
**LOCATION:** Tribal Justice Center, Concho, OK  
**ISSUE DATE:** July 26, 2022 **CLOSING:** Until filled

**STATEMENT OF DUTIES:** The applicant will be responsible for the overall management of the Comprehensive Tribal Justice Systems Strategic Planning Program. The applicant will be under the direct supervision of the Court Administrator.

**DUTIES:**

- Facilitate meetings with the Planning Team monthly and with the Justice System Programs quarterly
- Gather and deliver data and input from various entities
- Engage in comprehensive justice system-wide strategic planning to improve tribal justice and safety including community wellness and capacity to prevent crime, including activities outlined in the Tribal Law and Order Act (TLOA), such as strategic planning and the development of a Tribal Action Plan
- Address improving public safety through community-oriented strategies
- Build capacity to review data to support successful implementation of the strategic plan and to assess outcomes
- Work regularly with the training and technical assistance provider who will help with extensive on-site and office-based support for facilitating the strategic planning process, forming a strategic planning team, conducting a comprehensive needs assessment, identifying community strengths and resources, defining community challenges, developing strategies to strengthen the applicant's justice system and promote community wellness and safety, and completing the final written strategic plan to be submitted to DOJ
- Attend required trainings
- Ensure grant compliance by following any and all guidelines set out in the grant award
- Submit monthly, quarterly, and annual reports
- Develop and monitor program budget
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's Degree in the following related fields; Business, Research, Communications, Statistics, Social Work, Psychology, Law, Criminal Justice, Public Administration, or Native American Leadership
- A minimum of three years of experience in relevant field of work
- Must have ability to work with and facilitate meetings with various levels of management, community members, outside entities, etc., maintaining a level of respect and confidence
- Must have knowledge of Microsoft Office products, including how to develop and deliver PowerPoint presentations
- Ability to work flexible hours, willing to work other than normal working hours, weekends, and holidays, as needed
- Must have knowledge of research and data
- Must understand the grant's goals, objectives, rules and regulations
- Possess excellent communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the public
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy Act as well as other confidential regulations
- Three (3) current letters of reference required
- Criminal background check required and be adjudicated appropriately
- Must have a current Oklahoma Driver's License
- Knowledge of Cheyenne and Arapaho culture and values
- Cheyenne-Arapaho Preference
- Must be able to obtain a Motor Vehicle Report within 1 week of employment

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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