

JOB ANNOUNCEMENT: Project Manager: Tribal Youth Leadership Initiative

OPENING DATE: January 25, 2019

CLOSING DATE: February 11, 2019

START DATE: TBA

REPORTS TO: Executive Director

WORK HOURS: Full-time; 40 hours/week

PLACE OF WORK: 953 E. Juanita Ave., Ste C, Mesa, AZ 85204

SALARY RANGE: \$45,000 - \$50,000

UNITY, Inc. has an immediate opening for a Project Manager

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Manager (PM) will be responsible for the overall management of a three-year federally funded national project to develop a Tribal Youth Leadership Development Initiative.

Creation and support of initiative planning team

The PM will design and organize a process to recruit and coordinate the involvement of a planning team whose youth and adult members will be integrally involved in project planning. The PM will be responsible for identifying and reaching out to those in Native youth serving organizations, agencies, and programs who are knowledgeable and experienced in efforts to reduce risk factors and enhance protective factors related to juvenile delinquency prevention. The project manager will be responsible for supporting the planning team and coordinating their substantive participation as trainers, peer mentors, and subject-matter experts for this initiative to train Native youth leaders and assist them in carrying out projects directly related to the prevention of juvenile delinquency and the improvement of tribal juvenile justice systems.

Provide overall direction and coordination for training events and activities

The PM will develop and implement a series of regional gatherings that provide leadership development training that is directly related to the prevention of juvenile delinquency and the improvement of tribal juvenile justice responses to young Native American people throughout the country. Building on these events, the program manager will work directly with the workgroup and cohorts of youth training participants to guide the implementation of youth-developed community service project(s) related to juvenile delinquency prevention and intervention issues that emerge from the leadership development training. This includes an emphasis on integrating cultural practices and knowledge to strengthen or reconnect AI/AN youth to their cultural traditions.

Serve as the primary liaison for project collaborators

The PM will be the primary contact with funding agency representatives, and the project lead in collaborating with youth leaders and other stakeholders. The PM will supervise the Project Assistant and ensure the timely submission of project reports in accordance with funding agency requirements. The PM will be responsible for managing the execution of the initiative's plan in cooperation with the ongoing planning team in order to ensure that project tasks are satisfactorily delivered on time and within approved budget parameters.

ADDITIONAL RESPONSIBILITIES: The Project Manager will also:

- Collaborate with the Executive Director, staff, and planning team members as required to ensure the project's success;
- Identify, develop, and nurture partnerships and working relationships with individuals, tribes, businesses, and other organizations to promote and support the funded project's efforts;
- Plan project meetings, events, and trainings sessions; this includes working with the program coordinator and workgroup on the development of agendas, speaker coordination, and all event logistics (i.e., site location and contract negotiations, registration, travel, and onsite conference and technology logistics).
- Oversee the development, production, and distribution of project related recruiting materials, reports, training materials, guidebooks, and reference documents to the Executive Director, Council of Trustees, staff, National UNITY Council, planning team members, youth leaders, trainers/facilitators, and project participants;
- Manage the design and implementation of a participatory evaluation model to gather critical ongoing feedback from program participants and tribal youth programs for continuous program improvement that incorporates ongoing feedback into program delivery.
- Market/promote project activities via the UNITY website, social, and other media outlets; and
- Perform other project related tasks that may be assigned by the Executive Director or his/her designee.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree plus four years' relevant experience or any equivalent combination of education and experience;
- Three years of staff management experience;
- Experience in organizing and leading diverse work teams;
- Experience in managing youth leadership/youth group development projects with proven ability to engage and motivate youth groups;
- Knowledgeable about federal reporting requirements and experienced in preparing and submitting such reports;
- Skilled in use of MS Office software;
- Excellent verbal and written communication skills;
- Demonstrated ability to manage multiple tasks with attention to detail;
- Strong leadership skills;
- Available to work occasional evenings and weekends;
- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days; and
- Have dependable transportation, a valid driver's license, and automobile insurance coverage;

PREFERENCE:

- In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, documentation certifying tribal affiliation must be submitted along with resume and supplemental information form.

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

Mary Kim Titla | UNITY, Inc. | 953 E. Juanita Ave., Ste. C | Mesa, AZ 85204 | mk.titla@unityinc.org