

UNITED HOUMA NATION

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POSITION DESCRIPTION

Title:	Senior Program Manager
Department:	Community Programs
Domicile:	Houma
Classification:	Full Time
Salary:	\$85,000 to \$100,000

The Senior Program Manager will oversee a team of project coordinators who will implement portions of the five-phase UHN Hazard Mitigation and Tribal Resilience Plan. This will include significant community engagement; overseeing engineering, design, and implementation of retrofits to seven existing buildings to increase their resilience; professional communications plan development and implementation; and development of additional plans including community-led migration and a 10-year master plan. The main function of this position is to support the UHN in achieving the objectives and outcomes of the current NOAA-funded implementation effort of the Plan by initiating, planning, executing, and monitoring program activities and team members to meet project timelines and deliverables on budget. The Program Manager will be responsible for developing detailed project plans, tracking progress, measuring performance, maintaining comprehensive program documentation, and ensuring that the efforts comply with federal funding requirements. The Senior Program Manager will coordinate between different efforts, sustain forward momentum, and support the Executive Director in meeting all reporting and management requirements. The position will be full-time.

Roles and Responsibilities

- Build and maintain partnerships with various stakeholders, partners, and leaders to ensure the success of the Hazard Mitigation and Resilience Plan implementation
- Manage multiple projects, timelines, budgets, and resources
- Lead project coordinators to ensure activities are carried out to meet project timelines, budgets, and deliverables
- Create detailed project plans and develop methods for tracking progress against project milestones
- Develop and maintain comprehensive project documentation
- Schedule and lead internal and external program meetings
- Lead procurement and manage contracts and agreements with partners and consultants to ensure all requirements are fulfilled
- Work with coordinators, Executive Director, and Tribal leadership to identify, secure, and onboard additional resources and expertise for the program

- Identify any barriers to successful program execution and address in collaboration with the Executive Director and Tribal leadership as appropriate
- Other duties as assigned

Required Qualifications

- Master’s degree in business management, administration, engineering, or relevant equivalent field with five years of relevant experience
- Experience preparing, following, and reporting on budgets
- Experience leading a team
- Ability to meet deadlines while multitasking in a fast-paced environment
- Proficiency in a variety of computer applications including MS Office and MS Excel and team coordination software
- Excellent communication skills: both written and verbal
- Acceptable Criminal Records check and Child Abuse Registry check

Desired Qualifications

- Experience preparing, following, and reporting on federal funding grant budgets
- Master’s degree in business management, administration, engineering, or relevant equivalent field with 10+ years of relevant experience.
- Program Management Certification such as PgMP or PMP
- Knowledge of UHN culture, programs, and services
- Knowledge of southeast Louisiana government and non-profit partners

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, which may include work environment modifications when possible. The noise level in the work environment is moderately noisy.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference checks, job related tests may be required of all candidates. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position is full-time based in Houma, Louisiana. Position requires travel. Salary range is \$85,000 to \$100,000 and will be dependent upon experience.

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The UHN practices Native American preference in hiring qualified candidates.