

# UNITED HOUMA NATION

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## POSITION DESCRIPTION

**Title:** Project Coordinator - Communication Enhancement  
**Department:** Community Programs  
**Domicile:** Houma  
**Classification:** Hourly  
**Salary:** \$ 55,000 to \$65,000

**Description:** The United Houma Nation (UHN) is hiring one full-time project coordinator to coordinate Phase Three of the UHN Hazard Mitigation and Resilience Plan – Communication Enhancement. This phase will include completion of a needs assessment and development and implementation of a communication plan along with capturing oral histories of UHN.

Responsibilities will be to support across all aspects of the communication phase, including supporting development and implementation of community engagement efforts, coordinating with the communications and marketing firm, and leading the maintenance of communications after the transition from the communications and marketing firm to the UHN staff. The Project Coordinator will be responsible for developing detailed project plans, tracking progress, measuring performance, maintaining comprehensive program documentation, and support reporting on the efforts in line with federal funding requirements. The program coordinator will report to the Program Manager for all project reporting and management requirements.

### Roles and Responsibilities

- Build and maintain partnerships with various stakeholders, partners, and leaders for the success of implementing the project
- Design and implement stakeholder engagement plans to integrate resident and UHN citizen perspectives into communications strategies
- Oversee communication plan implementation
- Manage multiple activities, timelines, budgets, and resources
- Support the creation of and implement detailed project plans and methods for tracking against project milestones
- Develop and maintain comprehensive project documentation
- Schedule and lead internal and external project meetings
- Support procurement, contract management, and agreements with partners and consultants to ensure all requirements are fulfilled
- Work with coordinators, Tribal Administrator, and Tribal leadership to identify, secure,

- and onboard additional resources and expertise for the project
- Identify any barriers to successful program execution and address in collaboration with the Program Manager, Tribal Administrator, and Tribal leadership as appropriate
- Other duties as assigned

### **Required Qualifications**

- Bachelor's degree in journalism, communications, or relevant equivalent training along with three years of relevant experience.
- Experience designing and implementing stakeholder engagement
- Ability to meet deadlines while multitasking in a fast-paced environment
- Proficiency in a variety of computer applications including MS Office and MS Excel
- 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
- Bachelor's degree in journalism, communications, or relevant equivalent training along with 5+ years of relevant experience.
- Proficiency in team coordination software
- Familiarity with digital storytelling, graphic design, or other strategies for communications
- Knowledge of UHN culture, programs, and services
- Program Management Certification such as PgMP, PMP, or CAPM

### **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.