

UNITED HOUMA NATION

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POSITION DESCRIPTION

Title: Project Coordinator - Community-Led Migration
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 Five of the UHN Hazard Mitigation and Resilience Plan – Community-Led Migration. This phase will include convening a committee to engage UHN citizens to develop a migration strategy for the Tribe, community learning around various land stewardship approaches, and implementing a pilot program. Responsibilities will be to support across all aspects of the community-led migration phase including coordinating the migration committee, supporting strategy development, and designing co-learning around land stewardship capacity expansion. 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
- Coordinate migration steering committee
- Design and implement stakeholder engagement plans to integrate resident and UHN citizen perspectives into the migration strategy
- Design and implement community learning for different land stewardship approaches
- Oversee piloting of land stewardship approaches for migration strategy
- 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 and 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 planning, sociology, conservation, 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
- Experience in navigating culturally sensitive topics
- Master's degree in planning, sociology, conservation, or relevant equivalent training and/or 5+ years of relevant experience.
- Proficiency in team coordination software
- 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.