

UNITED HOUMA NATION

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POSITION DESCRIPTION

Title: Project Coordinator - Community-Led Migration
Department: Community Programs
Domicile: Houma
Classification: Hourly
Salary: \$
Max Salary Based on Grant: \$65,000
Start Date: July 17, 2026

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
- 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, Executive Director and Tribal leadership as appropriate
- Other duties as assigned

Required Qualifications

- Bachelor's degree in planning, sociology, conservation, or relevant three years of experience or training.
- Experience coordinating teams of stakeholders in pursuit of projects and specific deliverables
- 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
- Knowledge of UHN culture, programs, and services
- 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
- Program Management Certification such as PgMP, PMP or CAPM

We recognize that no candidate meets every requirement, so we encourage you to apply if your skills and experience are a strong match for the role.