



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: FACILITIES PROJECT COORDINATOR

DEPARTMENT: DEVELOPMENT DEPARTMENT

JOB SUMMARY:

Supports the Chitimacha Tribe of Louisiana by evaluating facility needs, developing improvement plans, and overseeing facility projects. Prepares facility assessments, work plans, and budgets; coordinates procurement; and monitors project progress to ensure compliance with tribal policies.

EDUCATION AND/OR EXPERIENCE:

Associate's Degree in Business Administration, Financial Management, Project Management, Planning, or related field AND five (5) years' experience in facility or project management, OR seven (7) years' relevant experience in lieu of a degree.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Pre-employment and random drug screen.
- Valid driver's license is required when driving vehicles for work-related purposes.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability, and Life Insurance.

HOW TO APPLY: View our website, www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted Monday through Thursday from 7:30 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to 11:30 a.m.

CLOSING DATE: THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).