

Notice of Job Vacancy

Position Description

Job Title: Development Coordinator

Position Status: part-time, as funding allows

Pay Scale: \$20/hour

Reports to: President / Chief

Closes: Open until filled

The Development Coordinator is responsible for the development, pursuit, and coordination of a funding strategy for the community's Local Economic Development Plan.

Duties include:

- Develop, write, and submit grant proposals to fund the implementation of priority projects.
- Effectively solicit funding from federal, state, local and foundation entities.
- Research funding opportunities for community priority projects.
- Work with the tribal council and Kawerak Community Planning and Development in developing programs and projects.
- Develop and update the community boilerplate information.
- Keep apprised of Local Economic Development Plan priorities and updates.
- Attend relevant training when funding is available
- Participate in regional development coordinator teleconferences
- Ability to work effectively and report to IRA Council, other village entities, and funding agencies.

Desired qualifications:

- High school diploma (college degree preferred)
- Previous grant writing experience is preferred;
- Experience as a member of any village council or office staff is desirable;
- Must possess good writing and editing skills;
- Must know word processing; knowledge of spreadsheets is desirable;
- Must possess strong organizational skills; be dependable, and able to work with minimum supervision. Must be self-motivated.

Native Preference per Public Law 93-638 Approved 11/07/2007

Contact King Island Native Community @ 907-443-2209 for an application and more information regarding this position. Email: jknowlton@kawerak.org