

Project Aware: Community Project Manager

REPORTS TO: Project Coordinator

Length of Assignment: 12 months

Tour of Duty: 7:30am – 4:00pm., Monday through Friday

Employment Status: Hourly/Non-Exempt

Primary Purpose:

The Community Project Manager will work within a community to implement the trauma informed school model in their community's school in accordance with Project AWARE goals and objectives.

Duties:

1. Maintain and enhance relationships with stakeholders in the school and community.
2. Organize and host annual staff training about trauma-informed school's model for all staff.
3. Organize and host three conferences (every four months) for the community about trauma, its effects, and community resources to respond to trauma.
4. Successfully support the implementation and administration of the Project AWARE project plan and achieve operational objectives, to ensure the flawless execution of all program's activities.
5. Support the development and implementation of a detailed project plan to monitor and track progress using appropriate tools and techniques (including creation and maintenance of comprehensive project documentation).
6. Coordinate and schedule activities of project staff at school site, (including creation and maintenance of comprehensive project documentation).
7. Provide customer service to resolve problems and ensure high-quality program implementation.
8. Determine, process and project improvements.
9. Create and maintain comprehensive project documentation.
10. Explore opportunities to add value to project improvements.
11. Follow all school and grant policies and procedures.
12. Work with projects, community, and school to improve the school environment and foster positive interactions between students and staff.
13. Oversee data collection and analysis at the school site.
14. Monitor community progress towards Project AWARE goals and objectives.
15. Assist project coordinator in budget management for school site/community.
16. Lead small and large group meetings to guide progress towards Project AWARE goals and objectives using data-informed methods.
17. Attend and participate in community programs and meetings.
18. Assist student led designed council to plan events and guide implementation of trauma-informed school model.
19. Assist the Project Coordinator with special projects.
20. Other duties as assigned.

Requirements:

- Knowledge of Native American culture and language preferred.
- Must possess/obtain and maintain a legal driver's license.
- Must take and pass a Drug & Alcohol test, background check and fingerprinting.
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.

Qualifications:

- A. Demonstrated background working with at-risk youth preferred.
- B. Background working in school is preferred.
- C. Proven working experience managing projects and people.
- D. Experience motivating, inspiring, and managing others.
- E. Solid organizational skills including attention to detail and multitasking skills.
- F. Ability to multi-task under time constraints.
- G. Excellent written and verbal communication skills.
- H. Strong working knowledge of Microsoft Office, especially Word and Excel.
- I. Ability and flexibility to travel to required meetings.