



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: H RTP Project Coordinator
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: TBD

STARTING PAY: \$27.54 – \$28.94 per hour
DOE

CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The H RTP Project Coordinator shall oversee the activities of the High Roads Training Partnership Project. Shall coordinate with the CIMC Eastern Sierra, San Bernardino/San Jacinto, and Escondido Field Offices and project partners in implementing a successful H RTP. Shall be responsible for the implementation of project, including but not limited to project planning, project administration, monitoring, and reporting activities. Shall ensure that all activities are in compliance with all applicable rules and regulations. Shall ensure that all activities are operating at an acceptable level with respect to project goals, objectives, and budget. Shall ensure that project time frames are met and grant reports are submitted timely.

REQUIREMENTS: At least two (2) years of program management experience in federally funded programs demonstrating the knowledge and abilities, and a Bachelor's degree with major work in business, communications, public relations, or a related field.

KNOWLEDGE OF: The rules, regulations, and allowable activities of the High Roads Training Partnership Grant project; principles and practices of apprenticeship training programs; online communications principles and guidelines; Microsoft Office programs.

ABILITY TO: Plan, design, and review project operations; interpret and translate applicable laws, rules, regulations, and bulletins into project policies; analyze, assess, and measure effectiveness of project and recommend changes for improvement when necessary; communicate effectively and present information effectively to management, clients, and public agencies; work with people from diverse backgrounds and skill levels; supervise personnel; organize and maintain records, including electronic records, and prepare reports; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet and database programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong communication, inter-personal, and leadership skills. Possess a valid California driver's license, good driving record, own transportation, and adequate insurance.

GENERAL INFORMATION:

CIMC Applications are available at www.cimcinc.org. CIMC offers a competitive benefits package.

Attention to: Jovelle Schuyler, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, *et seq.*) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.