



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

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Sacramento, California 95834

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

[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

POSITION: MC3 Project Coordinator  
(Open)

CLOSING DATE: May 31, 2023

WORKSITE: CIMC Escondido Field Office  
35006 Pala Temecula Road  
Pala CA 92059

STARTING PAY: \$30.40 – \$31.94 per hour  
DOE

CONTACT PERSON: M. Ligaya Hattari  
Human Resource Manager

**RESPONSIBILITIES:** The MC3 (Multi-Craft Core Curriculum) Project Coordinator shall be responsible for coordinating with the CIMC Escondido Field Office and San Bernardino/San Jacinto Field Office in implementing a successful MC3 training program and ensuring its data will be recorded and maintained. Shall make sure that all activities are in compliance to budget allocations and specific project deliverables. Shall ensure professional training as an MC3 instructor and promote additional instructors via training-the-trainers activities. Shall ensure that project time frames are met and grant reports are submitted timely.

**REQUIREMENTS:** Two (2) years of program related work experience demonstrating the skills, knowledge and abilities, and a Bachelor's degree with major work in Education or related field, or any equivalent combination of education, training, and experience.

**KNOWLEDGE OF:** MC3 training program objectives and allowable activities of the grant; California tribes and its youth; regulations and procedures; online communications principles and guidelines; Microsoft Office programs.

**ABILITY TO:** Plan, design, and review project operations; interpret and translate applicable rules and regulations; analyze, assess, and measure effectiveness of project and recommend changes for improvement when necessary; communicate effectively; work with people from diverse backgrounds and skill levels; organize and maintain records, including electronic records, and prepare reports; work with Tribal communities; navigate and communicate through social media and video/audio/chat/phone conferencing platforms; 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:** Must possess strong communication, leadership, and computer 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](http://www.cimcinc.org)

Attention to: M. Ligaya Hattari, 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](mailto:receipt@cimcinc.com) by 5:00 p.m. on May 31, 2023, in order to be considered. 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.