



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: OCPSC Project Specialist
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento CA 98534

STARTING PAY: \$23.75 - \$24.95 per hour

DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The OCPSC Project Specialist shall assist the Executive Assistant with OCPSC Trusted Messenger Network Grant – Informing Native Communities Project implementation and operation. Shall assist with administrative functions and project outreach. Assist with ensuring activities are operating at an acceptable level with respect to project goals and objectives.

REQUIREMENTS: Two (2) to three (3) years related work experience demonstrating the skills, knowledge and abilities, and an Associate's degree with major work in Business Administration or related field, or any equivalent combination of education, training, and experience.

KNOWLEDGE OF: California Office of Planning and Research / Office of Community Partnerships and Strategic Communications grant's operating requirements, rules, and regulations; basic computer operations including web-based conferencing methods; Microsoft Office programs.

ABILITY TO: Analyze and interpret program rules, regulations, and operating procedures; analyze data, maintain and organize information and records and prepare reports; present information effectively; communicate effectively both orally and in writing; facilitate workshops and trainings; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet, and databased programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Strong interpersonal, analytical, and organizational skills and attention to detail. Possess a valid California driver 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: 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 for consideration, until the 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.