



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard  
Sacramento, California 95834

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

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

# JOB ANNOUNCEMENT

POSITION: H RTP Project Coordinator

CLOSING DATE: Open Until Filled

WORKSITE: TBD

STARTING PAY: \$28.94 – \$29.66 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 programmatic grant reports are submitted timely.

**REQUIREMENTS:** At least three (3) 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 or an equivalent combination of education, training and experience.

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

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 [recept@cimcinc.com](mailto:recept@cimcinc.com) for consideration until the position has been 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.

CIMC offers a competitive benefits package to full-time employees after sixty days of employment, covering dental, vision and life insurance premiums in full and ninety-nine percent of the employees medical premiums.