



CANKDESKA CIKANA COMMUNITY COLLEGE

PO BOX 269
FORT TOTTEN, NORTH DAKOTA 58335
(701) 766-4415

VACANCY ANNOUNCEMENT

Position Title: Economic Recovery Coordinator
Supervisor: Vice President of Academics
Opening Date: June 7, 2011
Closing Date: June 22, 2011
Salary: DOQ

QUALIFICATIONS:

Minimum of a Bachelor's (master's preferred) degree in Public Administration, Planning, Economic Development or related field. Minimum of 5 years experience in planning, economic & community development or city administration at a leadership level. Knowledge of Spirit Lake Tribe's housing, economic and community development programs, building codes, and inspection activities. Demonstrated communications skills (written and public). Proficient in Microsoft Office, including PowerPoint. Ability to multitask; be self-starter. Understanding of government financial planning and fund accounting. Experience with grant writing; knowledge of creative financing methodologies. Minimum commitment of 18 months.

Condition of Employment:

Appointment will be subject to the applicant's successful completion of a background check and favorable adjudication. Failure to successfully meet this requirement will be grounds for termination.

Job Summary: Responsible for professional-level planning and implementation to support of the Spirit Lake Tribe's Long Term Recovery Plan. This includes conducting qualitative and quantitative studies and facilitating community consensus regarding Recovery initiatives.

JOB DUTIES & RESPONSIBILITIES:

- Professional-level planning work in conducting independent studies, completing planning projects, and guiding the growth and development, of the Spirit Lake Tribe in accordance with existing and newly created planning documents.
- Facilitation, consensus building, and monitoring of community based economic developed related projects, plans and programs established by the Long Term Recovery Plan.
- Provide strategic planning support to established committees, task forces and groups supporting the programs and projects of the Long Term Recovery Plan
- Identify potential funding sources and prepare grant applications to support programs and projects outlined in the Long Term Recovery Plan.
- Provide assistance with identifying standards and design elements for construction related projects.
- Identify and resolve issues and barriers to the economic recovery progress.
- Identify and accomplish creative financing and gap financing opportunities.
- Develop and maintain working relationships, tribal, state, and federal agencies participating in the recovery process.
- Involvement in college/community activities and participation in 1-2 Accreditation Teams.

GENERAL INFORMATION: A complete application shall consist of cover letter, CCCC Application for Employment, resume, list three professional references, and copy of unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.