

COVID-19 Grants Coordinator

The Seneca-Cayuga Nation is accepting applications for a COVID-19 Grants Coordinator. This position is under the direct supervision of the Executive Director, the COVID-19 Grants Coordinator is responsible for the development, fund allocation, and oversight of COVID-19 related grants including; funds allocated under the American Rescue Plan Act, Coronavirus Aid, Relief, and Economic Security Act, and other COVID-19 related funds that were awarded to the Seneca-Cayuga Nation in order to prepare, respond, and recover from the COVID-19 Pandemic. This position will work closely with the Executive Committee, Tribal Operations, Finance, and the community in order to develop and monitor COVID-19 funds.

Responsibilities include but not limited to; Provide compliance support to determine if costs of approved COVID-19 funding projects are reasonable and allowable within the prescribed policies covering items related; Assist with other grant management activities as needed; Actively seek out grant opportunities; Monitor grants' adherence to established goals and objectives, time-lines, and evaluation components; Ensure quarterly reports are filed within deadlines; Respond to letters, memos, phone calls, emails, etc. with the Tribe's program and accounting staff; Interacts with a variety of organizations, offices, agencies, boards, foundations, and community regarding planning and coordination of COVID-19 funds; Keep reliable and organized records and files of projects to contribute to a healthy audit; Provide budget vs. actual reports to COVID-19 team members, the Executive Committee, and others to ensure project spending is on track.

Must demonstrate decision making, interpersonal skills, oral communication, customer skills, time management, detail oriented, adaptability, reliability, organized and motivation to perform the essential functions of this position.

Qualifications include: Bachelor's degree in human services, public administration, accounting, leadership, or similar. At the sole discretion of the Tribe, a combination of equivalent work experience in the same or related field and education may be substituted for the degree requirement; At least one (1) year experience in grant management: i.e., managing grant(s) awards in compliance with the OMB Uniform Guidance, submitting grant reports, and maintaining a clean audit; At least one (1) year experience working in tribal governance; Intermediate to advanced MS Office skills. Advance Excel is preferred; Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

Applications are available at 23701 South 655 Road, Grove, OK, 74344. Resumes and applications may be submitted to Human Resources at business address or online at clewis@sctribe.com or cbrown@sctribe.com. Tribal/Indian preference will be used in the filling of this position. Posted until filled.

5/13/2022