



Montana-Wyoming Tribal Leaders Council

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The Montana Wyoming Tribal Leaders Council's Rocky Mountain Tribal Wellness Initiative is looking to hire a full-time Prevention Project Coordinator.

Job Title: Prevention Project Coordinator

Reports To: Rocky Mountain Tribal Wellness Initiative (RMTWI) Project Manager

Classification: Fulltime

Funding: \$35,000/year + Benefits

Payment Schedule: Biweekly

Location: 222 North 32nd St, Suite 401, Billings, MT 59101

Grant Period: July 1, 2009 – June 30, 2014

Closing Date: August 12, 2011

Essential Functions:

- Assist Project Manager in carrying out all program activities specific to the project
- Assist with the coordination of activities related to RMTWI development, implementation and maintenance of workgroups to be utilized for the completion of goals and objectives
- Assist the site coordinators/data collectors of the five step process of RTMWI as needed to complete activities associated with goals and objectives of the grant
- Meet at least one-time per week with the Program Manager to assess progress and planning
- Assist in the development of training sessions and activities to be implemented and coordinated by the project manager and workgroup chairs
- Assist in preparing any reports relevant to the project and as requested by the RMTWI Team
- Assist in preparing annual progress reports and continuation applications
- Keep a binder of expenses accrued and correctly allocated the funds to the appropriate budget line item
- Keep minutes of RMTWI staff meetings and other project related meetings
- Store all documents on the Fileserver in a systematic format
- Assist in research and development of sustainability plans for the project (i.e., grant writing)
- Other duties as assigned as program progresses

Qualifications:

- Bachelor's Degree and/or Master's Degree
- Working knowledge of and experience working with MT-WY Tribal communities
- Time Management skills to meet deadlines and follow thru on project goals and objectives
- Develop and maintain effective working relationships with programs, departments, other organizations, and agencies
- Exhibit ethical and professional behavior in all facets of this position
- Communicate effectively both orally and in writing
- Work with minimal supervision

Other Skills:

- Basic Knowledge in Substance Abuse, Data Collection, and Community Prevention Activities
- Understand the requirements for and methods of ensuring protection of human subjects in research and Community Based Participatory Research
- Demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program
- Organized and able to carry out all responsibilities of the position with minimal day-to-day supervision
- Sensitive to cross-cultural differences, and able to work effectively within their context

If interested, please submit cover letter and resume to Bethany Hemlock Fatupaito at bhemlock@mtwytic.com before August 12, 2011.