



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE:** Project Manager I/II

**OPEN:** September 12, 2023

**EXEMPT:** Yes

**SALARY:**(11/12) \$34.94 -\$45.20/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** September 26, 2023

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Economic Policy

**SUPERVISOR:** Director

**VACANCIES:**1

**JOB SUMMARY:** Under the direction of the Director of Economic Policy, the Project Manager I/II implements projects approved by the Director and Business, Planning, and Economic Development Oversight Committee. This is a key position in building sustainable economic growth for the Lummi Nation. This role is highly collaborative and requires managing work across internal and external teams to drive projects to completion.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. This is not a supervisory role; it is a hands-on, front-line position. It is the responsibility of this person to directly carry out numerous, simultaneous assignments in a wide-range of fields and in most cases with limited staff and resources.
2. Be an effective team player who can foresee and communicate risks, develop plans, and mitigate issues.
3. Drive towards conclusion emerging issues with partners and report to the Director on impact and progress.
4. Manage implementation of assigned projects, implementation includes: coaching partners, developing the project workplan and budget, allocating resources, and monitoring benchmarks.
5. Attend all meetings and events as required to ensure successful implementation of assigned projects. Meetings may include, but are not limited to the Business, Planning, and Economic Oversight Committee; Lummi Indian Business Council, Lummi Commercial Company, impromptu meetings, etc.

### **MINIMUM QUALIFICATIONS:**

- **Project Manager I: Grade 11 (\$34.94 - \$39.35)**
  - Associate Degree in public administration, or related field; and
  - Three (3) years of experience managing projects; **OR**
  - Bachelor's degree in business administration, TGBM, NSL, or related field; and
  - One (1) year of experience managing projects; **OR**
  - Project Management Professional Certification (PMP)
- **Project Manager II: Grade 12 (\$40.14 - \$45.20)**
  - Bachelor's degree in business administration, TGBM, NSL, or related field; and

- Two (2) years' experience managing projects; **OR**
- Master's degree in business administration, Project management, or related field; **OR**
- Project Management Professional (PMP) Certification; and
- One (1) year experience managing projects.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of multi-charge line budget creation and tracking.
- Basic understanding of PMBOK concepts, such as the Triple Constraint.
- Experience in managing a multi-stakeholder project; including evidence of successfully bringing the project to close.
- Excellent verbal and written communications, analytical, organizational, and interpersonal (teamwork oriented) skills required.
- Fluency in common software, including a demonstrated understanding of Excel.
- Strong collaborative cross-team experience and the ability to work with people of diverse backgrounds.
- Ability to work on simultaneous projects and make decisions in a fast-paced environment.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be able to travel alone, make presentations to large groups, and clearly articulate the Lummi Nation's economic policies and actions.
- Commitment to work nights, weekends, and/or holidays (if necessary) in order to complete assigned projects.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.