

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – [www.stonechild.edu](http://www.stonechild.edu)

## EMPLOYMENT ANNOUNCEMENT:

<b>Job Title:</b>	<b>ACE (Accessing Choices in Education) Project Coordinator</b>
<b>Opens:</b>	<b>July 11, 2023 – open until filled</b>
<b>Supervisor:</b>	<b>Dean of Student Services</b>
<b>Classification:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</b>

### JOB SUMMARY:

Stone Child College is seeking a highly motivated and experienced individual to join our team as the Project Coordinator for the Accessing Choices in Education (ACE) grant. The grant aims to improve educational opportunities and improve student outcomes for Native American students. The Project Coordinator will be responsible for overseeing and implementing various initiatives and activities to ensure the successful execution of the grant.

### JOB DUTIES:

- **Grant Management:** Manage all aspects of the Accessing Choices in Education grant, including planning, coordination, implementation, and reporting of project activities.
- **Collaborative Partnerships:** Establish and maintain effective partnerships with educational institutions, community organizations, and other stakeholders to enhance the impact and reach of the grant.
- **Program Development:** Design and develop educational programs, initiatives, and resources that align with the goals and objectives of the grant to support student success.
- **Budgeting and Financial Management:** Monitor the grant budget, prepare financial reports, and ensure compliance with funding guidelines and regulations.
- **Data Collection and Reporting:** Develop and implement data collection methods to track project progress and outcomes. Prepare regular reports and presentations for stakeholders and funding agencies.
- **Team Coordination:** Coordinate and provide guidance to project staff, ensuring effective collaboration and communication among team members.
- **Training and Professional Development:** Organize training sessions and professional development opportunities for educators and project participants to enhance their skills and knowledge.
- **Evaluation and Quality Assurance:** Conduct regular evaluations and assessments to measure the effectiveness and impact of project activities. Implement quality assurance processes to ensure the delivery of high-quality services.
- **Communication and Outreach:** Develop and implement a comprehensive communication plan to promote the grant's activities and outcomes. Represent the grant program in meetings, conferences, and public events.
- **Grant Compliance:** Ensure compliance with grant requirements, regulations, and reporting deadlines. Maintain accurate and organized grant documentation.
- Participate, implement, and maintain records for weekend and quarterly CAMP meetings with high school students.
- Oversee and maintain 60-student Mentor/Mentee program within the local high schools. Will be responsible for maintaining monthly reports to the Dean of Student Services.
- Set-up and coordinate Dual Enrollment with both local high schools.
- Make recommendations to the Consortium for program improvement.
- Coordinate and set-up Strengthening the Families class sessions utilizing community resources as needed for project implementation.
- ACT preparation with high school students.
- Recruit students to SCC from the local high schools.

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- Coordinate and implement Health and Wellness Activities for the community.
- Coordinate and implement Chippewa Cree Language, History and Cultural activities for community.
- Complete monthly reports to SCC Board of Directors and Yearly Annual Progress Reports.
- Other duties as assigned by supervisor.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- **Education:** bachelor's degree in education, social sciences, project management, or a related field. A master's degree is preferred.
- **Experience:** At least 3-5 years of experience in project management, preferably in an educational or grant-funded setting. Experience in working with Native American families and communities is a plus.
- **Grant Management:** Demonstrated knowledge and experience in managing grants, including budgeting, reporting, and compliance.
- **Program Development:** Strong background in designing and implementing educational programs or initiatives. Familiarity with best practices in student support and success is desirable.
- **Data Analysis:** Proficiency in data collection, analysis, and reporting. Experience with statistical software and data management systems is beneficial.
- **Communication Skills:** Excellent verbal and written communication skills. Ability to effectively communicate with diverse stakeholders, including students, educators, community leaders, and funding agencies.
- **Teamwork and Leadership:** Proven ability to work collaboratively in a team environment and lead project staff. Strong organizational and time management skills to handle multiple tasks and deadlines. Supervisory skills are preferred as this position supervises two Project Liaisons.
- **Cultural Competency:** Understanding of the Native American cultures, traditions, and challenges faced by Native American students in accessing quality education.
- **Technology Proficiency:** Proficient in using project management software, Microsoft Office Suite, and other relevant tools for communication, data management, and reporting.
- Knowledge of and prior experience with Indian education programs, preferable with secondary and post-secondary levels.
- Knowledge of and experience with educational agencies in North Central Montana.
- Knowledge of the Rocky Boy Indian Community including its geography, population groups, educational needs, and cultural differences.

## HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume or CV
- Transcripts
- three professional letters of reference with contact information (current – one year or less)
- SCC application ( <https://www.stonechild.edu/employment/> )

Via email to: Jessie Demontiney, Human Resources Director - [jdemontiney@stonechild.edu](mailto:jdemontiney@stonechild.edu). Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

**SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.**