

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Early Childhood Education/Head Start Grant Project Coordinator
Opens:	October 4, 2023 – open until filled
Supervisor:	Early Childhood Education Department Head
Classification:	Full-Time
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY:

Stone Child College is seeking a dedicated and highly organized Project Coordinator for the Early Childhood Education department. The Project Coordinator will play a crucial role in supporting the department's initiatives, projects, and administrative functions. This individual will work closely with faculty, staff, and external partners to ensure the smooth execution of various programs and initiatives within the department.

JOB DUTIES:

Project Management:

- Plan, organize, and oversee various projects and initiatives within the Early Childhood Education department.
- Develop project timelines, monitor progress, and ensure adherence to deadlines.
- Coordinate resources, including personnel, materials, and budget allocation.

Administrative Support:

- Provide administrative assistance to departmental staff, including scheduling meetings, managing calendars, and maintaining records.
- Assist in the preparation of reports, presentations, and other documentation as required.
- Handle departmental communications and correspondence efficiently.

External Partnerships:

- Collaborate with grant and external organizations, community partners, and stakeholders to facilitate the implementation of departmental programs.
- Maintain positive working relationships with grant and external partners to ensure successful project outcomes.

Event Coordination:

- Plan and coordinate events, workshops, training sessions, and grant activities related to early childhood education.
- Oversee logistical aspects of events, including venue booking, catering, and participant registration.

Data Management:

- Maintain accurate records and databases related to departmental projects and activities.
- Assist in data collection, analysis, and reporting for program reports.

Compliance and Reporting:

- Ensure that all projects and initiatives comply with relevant regulations and grant requirements.
- Prepare and submit regular progress reports to funding agencies and department leadership.

Other duties:

- Process payments for student tuition, fees, and supplies in accordance with grant requirements.
- Complete monthly reports to Director and Yearly Annual Progress Reports.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Education:** Associate degree in relevant field required. (Early Childhood Education, Elementary Education, Business, or related field)

Stone Child College has been reaffirmed for Accreditation by the Northwest Commission on Colleges and Universities
Stone Child College is an Equal Opportunity Employer

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- Bachelor’s degree in relevant field preferred. (Early Childhood Education, Elementary Education, Business Administration, Project Management or related area.)
- **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 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. 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.