



ATNI ENERGY DIRECTOR

Job Announcement

Job Title: ATNI Energy Director

Classification: Full Time, Non-Exempt

Salary/Wage: \$45,000 - \$50,000

Location: Portland, OR

Closing Date: February 15, 2010

Overall:

The position of Energy Director is funded by U.S. Department of Health and Human Services, Administration for Children and Families, Strengthening Communities Fund (SCF) State, Local, and Tribal Government Capacity Building program. The Energy Director position will serve as the lead for ATNI's SCF grant requirements, development, coordination, and implementation of tasks required to accomplish ATNI's SCF grant objectives. This position will assist the ATNI Executive Director in planning activities to assure grant objectives are met and other work are produced timely and in accordance with SCF grant requirements. The Energy Director position is funded for a total of 18 months.

Principal Job Duties:

The requirements listed below are representative of the knowledge, skill and ability required for this position.

- Responsible for all aspects of the ATNI Energy Program SCF grant project, including management of grant requirements, tasks, timelines, grant reporting, and project communications.
- Coordinate and serve as project lead to implement grant objectives, this includes serving as the primary point of contact between ATNI, the SCF Program, and others involved.
- Oversee the work of associates and consultants assigned to support grant objectives.
- Track and monitor project deliverables and timelines, and when issues arise notify the Executive Director and others involved, and take corrective actions, as needed.
- Collaborate with associates, consultants, and external partners to implement project objectives, training, and other capacity building and grant objectives.
- Organize, lead and facilitate project-related meetings, including the development and preparation materials, creation of agendas, and conference coordination.
- Serve as a resource for member tribes, organizations, and tribal members on energy

industry issues and capacity building support.

- Develop training materials and communications plans to disseminate relevant information regarding energy industry issues to the appropriate audiences, including tribal leaders, tribal organizations and staff, and tribal youth. This includes coordination of training and presentations at ATNI conferences and committee meetings, workshops, assemblies, and job fairs.
- Developed a tribally owned Energy Savings/Housing Improvement Business, complete with replicable business plan, at one of our member reservations.
- Document activities and develop feedback reports to communicate project activities and results to ATNI Executive Director, the SCF Program, and others involved. This includes creating evaluations either by form survey or by email survey.
- Develop reports and other deliverables as assigned by the ATNI Executive Director and the SCF Program.
- Track SCF project budget expenses.
- Leverage and seek additional funding opportunities to keep the position and program objectives going after this grant expires.
- Provide regular written and oral reports of SCF grant activities.
- Perform other related duties as assigned.

Job Qualifications

Education and Experience

- Experience working with Indian Tribes and knowledge of tribal culture and organizational structures.
- Education of at least two years at the college level but prefer bachelor's degree or higher.
- Prefer at least 2 years experience in the energy industry.
- Prior experience with grant management.
- Experience managing people and contracts in an organized and efficient manner.

Skills and Training

- Skills in project management and planning capabilities.
- Ability to read and understand standard business documentation (e.g. contract language).
- Solid written and oral communication skills.
- Solid organizational, and team building skills.
- Proven ability to work on several projects simultaneously and under tight schedules.
- Moderately high computer proficiency, including, standard office software applications.
- Moderate proficiency in web-based applications.
- Knowledge of data collection and interpretation is preferred.
- Ability to use all basic office equipment.

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Temporary Appointment

- Willingness to sign a contract for the term of this grant.

Work Environment

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will work under normal business office conditions. This position primary office will be located at the ATNI headquarters in Portland, Oregon.

Physical Demands:

The tasks of this position are normally performed while sitting at a desk, often using a computer. Mobility is required to attend meetings, facilitate training and workshops, and to accomplish other necessary tasks. The ability to travel to various locations in the Pacific Northwest region, typically via airplane or car is required. Regular lifting of up to 10 pounds, and occasional lifting of up to 25 pounds is expected. Must be able to maintain a good attendance record.

Application process

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaskan Natives.

Applications must be received by 5 pm January 14, 2010. Send letter of interest, resume, completed application form (available on our website at www.atntribes.org "employment opportunities" on bottom left corner) or by calling 503-249-5770, and list of at least three professional references to atni@spiritone.com

Cleora Hill-Scott

Attention: Energy Director Announcement

Affiliated Tribes of Northwest Indians

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