

SPECIAL PROJECTS ADMINISTRATOR

Job Summary:

This position is responsible for managing projects that support the Economic Development Plan of the Kaibab Paiute Tribe. Will work closely with the Tribal Council, Economic Development Committee, as well as Administration, to plan and carry out the goals and objectives of the Kaibab Band of Paiute Indians.

Department:	Economic Development
Supervisor:	Tribal Administrator
Status:	Full-Time/Benefits after 90 days
In-House/Tribal Applications Due:	July 22nd , 2026
All other Applications Due:	Open Until Filled
Salary:	\$25.00+/DOE

Duties & Responsibilities:

- Oversee management of tribal businesses, including convenience store, RV park, residential and business rental spaces.
- Assist and coordinates with commercial and industrial development projects; act as a liaison and actively promote the interests of the Tribe.
- Review and advise on grant opportunities, written contracts, leases, and proposals before submission or execution.
- Collaborate with Federal, State, and local entities regarding economic and related tourism opportunities.
- Attend all required meetings, i.e., Tribal Council, Staff Meetings, Directors Meetings, as well as attend training, seminars, conferences, and conventions.
- Performs other job-related duties as assigned to maintain and enhance departmental and agency operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of grant, proposal, and budget preparation and administration
- Knowledge of project/program planning, development, and evaluation
- Knowledge of area/regional economic and industrial resource potential
- Skill in coordinating and prioritizing multiple tasks, projects, and program activities
- Experience in research, analysis, and reporting data both orally and written
- Skill in establishing cooperative relationships with those contacted in the course of work
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions

MINIMUM QUALIFICATIONS:

- Bachelor's degree in economics, public or business administration, or a closely related field
- Experience in lieu of education may be considered
- Business/planning experience required; grant writing experience is highly desired
- Two (2) years of experience in economic development and/or management
- Possess a valid state driver's license

The Kaibab Paiute Tribe abides by the Indian Preference Act. We are committed to providing a drug-free workplace, and all positions require pre-employment, accident, and random drug testing. Candidates will be required to sign a Confidentiality Agreement.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building. For more information, contact the Human Resource Director at (928) 643-7245