

P (918) 540-2535
F (918) 540-2538



PEORIA TRIBE
OF INDIANS OF OKLAHOMA
118 S. Eight Tribes Trail • P.O. Box 1527
Miami, Oklahoma 74355

CHIEF
Craig Harper

SECOND CHIEF
Logan Pappenfort

NOTICE OF POSITION VACANCY

The Peoria Tribe of Indians of Oklahoma is accepting applications for the position of **Tribal Victim Services Project Coordinator**. The Peoria Tribe's Victim Services Project Coordinator position will plan, implement, and coordinate victim of crimes services. The Project Coordinator will be responsible for the development of a needs assessment, strategic plan, and implementation. This position provides support for the achievement of the program's philosophy, mission, strategy, and its annual goals and objectives. This position also includes being responsible for federal grants, ensuring completion of all applications, progress reports, financial reports, appropriate expenditures of funds, and other administrative functions.

Applicants must possess a Bachelor's Degree in social work or three (3) years experience in a related field, and experience in federal program management, as well as crisis intervention, victim advocacy, working with volunteers, and office assistance required. Applicant should have supervisory or management experience, experience in facilitating educational training programs and/or events. Ability to read and interpret regulations, grant writing. grant management and able to pass a pre-employment drug screen and adjudicated background check as required by Federal law. Moderate travel required. This position reports directly to the Chief as Tribal Administrator.

Indian preference shall be observed. Applications and a full job description are available at the Peoria Tribal Office, 118 South Eight Tribes Trail, Miami, Oklahoma. Monday through Friday from 8:00 a.m. to 4:30 p.m.

Applications will be accepted by mail addressed to: Administrative Assistant, Peoria Tribe of Indians of Oklahoma, PO Box 1527, Miami, OK 74355; or hand-delivery at 118 South Eight Tribes Trail, Miami, Oklahoma. **Deadline for application submission is Friday, June 14, 2019.**

Posted on: 5/29/19

