



JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Director of Tribal Services

LOCATION: Juneau, Alaska

SALARY: Starting at \$88,206 Per year. Benefits included.

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Vice President Programs and Services, plans, organizes and coordinates programs and services between Tlingit Haida Regional Housing Authority and Tribal Entities. Promotes and coordinates activities pertaining to Tribal Entities served by THRHA. Interprets programs and services to Tribal Entities to meet identified needs. Establishes development policies, systems and procedures. Oversees, develops and submits grant proposals for funds from private foundations, corporations and government agencies on behalf of THRHA and Tribal Entities, as appropriate. Prepares and administers department budget. Prepares strategic plan or annual plans with short and long-range goals to meet Tribal objectives. Assists in identifying and leveraging funds. Maintains contact with representatives of other Organizations, Tribes and Agencies on resources and services available. Prepares reports and disseminates information. Hires, Supervises, Evaluates and Manages Tribal Services staff.

MINIMUM QUALIFICATIONS:

- Degree in Tribal Governance/Management, Community Planning, Public Administration or related field working with the Public and Communities in the development of planning.
- Five years of progressively responsible experience in tribal management field or related field.
- Appropriate College Education may be substituted for the required experience on a year-for-year basis up to Four years.

REQUIRED KNOWLEDGE AND SKILLS:

- Extensive knowledge of rural areas and Native Cultural practices and needs.
- Excellent managerial skills.
- Ability to develop long- and short-range plans.
- Good verbal, organizational, and writing skills.
- Ability to speak in front of large or small groups of people also, must conduct community and Tribal meetings.
- Thorough knowledge of Native American Housing and Self-Determination Act (NAHASDA) and other Federal and State programs.
- Ability to develop budgets.
- Ability to travel by small plane or ferry to small communities.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
www.thrha.org; for questions please call (907) 780-6868.
Email: jobs@thrha.org

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.