

# JOB ANNOUNCEMENT



## Rincon Band of Luiseno Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



**Title:** Project Director

**Open Date:** 09/16/2020

**Department:** Administration

**Salary:** \$65,603.00 - Annual Salary

**Requisition Num.:** 007-2020

**Closing Date:** Until Filled

**Classification:** Full-Time, Exempt

**Location:** Valley Center, CA

**Opportunity:** Under the direction of the Tribal Administrator, the Project Director will supervise, lead and provide direct administration to the Rincon Tribal Tobacco Awareness Project. The Project Director will work with the Community Engagement Coordinator, the Evaluator, and other staff in the timely accomplishment of varying outreach, research, evaluation activities. This position facilitates the delivery of a Tobacco Education Program within the Tribe. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Serves as the Project Director and assumes primary responsibility for carrying out the design and implementation of specific project activities to meet goals and objectives of the Rincon Tobacco Awareness Program and fulfill grant requirements.
2. Oversees: Program staff, instrument development, needs assessments, content analysis, focus group and individual interviews, and project related data collection, management, and analysis.
3. Tracks and assesses status of tasks and activities for projects, adhering to all deadlines and requirements of the project grant.
4. Interacts with Tribal Council, Tribal Members, Tribal Entities, and Youth Coalition Members.
5. Assists with monitoring project budget; approve and submit invoices; accountable for incentive materials.
6. Assists with project reports (e.g., progress, annual, and final reports)
7. Participates in professional activities, drafts agendas and facilitates meetings and webinars, attends required conferences. (Travel is required)
8. Serves as the liaison to community and tribal organization partners to facilitate research activities, including participant recruitment, data collection, and dissemination of findings.
9. Helps to develop and maintain information on tribal website.

## To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to [jobs@rincontribe.org](mailto:jobs@rincontribe.org).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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## Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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## JOB RESPONSIBILITIES, CONT'D

10. Conducts community forums, outreaches, clean-up events, communications/planning meetings, training sessions, etc.
11. Attends training and conferences as required by the CTCP.
12. Completes activities, research/evaluation tasks successfully and within specified deadlines.
13. Summarizes data from research projects appropriately in project reports/articles.
14. Participates in the statewide evaluation of CTCPs American Indian Initiative to Reduce Tobacco Disparities
15. Ensures evaluation data are organized, entered, and analyzed accurately and in a timely manner.
16. Maintains effective communication with senior researchers, other project team members, program staff, and follow an agreed-upon protocol regarding contact with funders and clients.
17. Maintains complete and accurate documentation of project tasks.
18. Adheres to agency budget and accounting procedures.
19. Maintains effective communication and positive relationships with tribal members, contractors, partner entities, funders and government staff.
20. Maintains confidentiality and discreetness of sensitive information.

## JOB QUALIFICATIONS

### **Education/Experience and/or Training:**

- Bachelor's degree in health related field, public health, community health education preferred or an equivalent of education and experience. (A combination of four (4) years of education, training and/or experience in health, public health or related field.)

### **Licenses or Certifications:**

#### **The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

### **Work-Related Knowledge:**

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.

### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

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**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### Work-Related Knowledge – Cont'd:

- Experience developing communication materials, including flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.
- Knowledge of advance project management principles, practices, procedures, and administration.

### Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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