

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll-Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
Fax: 1(530)384-6001
hr@pitrivertribe.org

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Title: Project Assistant
Department: EPO
Reports To: Project Manager
Classification: Non- Exempt/Full time
Hourly Wage: \$16.00
Position Posted: 10/19/2021
Posting Ends: 11/05/2021

All applications due in HR by 5: 00 pm by 11/05/2021

Position Summary: Project Assistant for an Energy Project. The location of various projects will be within the Tribe's "100-mile square" area. This project is Grant-Funded and will run through March 31, 2022.

Essential Duties and Responsibilities: Because of the Tribe's commitment to community service and its members' well-being, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities;

- Assist the Project Manager in studying the Energy Potential within the "100-Mile Square".
- Assist in scheduling meetings with leadership, membership, state, and federal departments.
- Work closely with the Finance Department, primarily Grants and Contracts Specialists on a consistent basis to ensure compliance.
- Assist Project Manager with conference calls, meetings, documentation, and follow-up.
- Review and compile the Project Manager's monthly reports to Tribal Council.
- Organize and keep track of Consulting Contracts.
- Assist with onsite investigations and analyze data (maps, reports, tests, drawings, and ect.).
- Proofread reports for consistency and grammar
- Keep track of progress and review reports in project status.
- Assist in the management of the budget.
- Purchase equipment/materials.
- Comply with guidelines and regulations, including permits, safety, etc., and deliver technical files and other technical documentation as required.

Qualifications:

- Ability to understand complex information and communicate with people of diverse professional backgrounds

- Professional composure, approachability, and interpersonal skills
- Excellent communication skills required with the ability to bring cross-functional departments together to determine solutions
- Analytical skills with attention to detail
- Proven proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, and Outlook, is required.
- Must have the ability to effectively manage multiple tasks involving complex and varying technical problems with a forward-thinking mindset.
- A Firm understanding of standard concepts, practices, and procedures within the renewable energy industry is preferred
- Familiar with PRT standard concepts, practices, and procedures.
- Work well under general supervision.
- Able to travel to project sites, training and/or meetings.

Job Requirements: Must be team-oriented, establish, and maintain effective working relations with Tribal officials, employees, and the general public. Must successfully pass a background check before hiring.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the employee's job, is intended to create a contract of employment of any type.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

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cvanholland@pitrivertribe.org
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