



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Project Coordinator – Executive Branch, Fort Defiance, Arizona
SALARY : \$28.5982 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

Provide multilayered administrative support and assistance to ensure effective use of an executive's time and productive interactions with the executive team and the public. Handles comprehensive administrative and support tasks and independently initiates and implements processes to manage projects, information and people. Responsibilities include oversight of project status, schedules, and timelines of project activities to ensure efficiency and reporting to executive. Works independently within established procedures associated, and with multiple competencies related to the coordination of projects. The Project Coordinator is distinguished by its lead level responsibilities and the responsibility for a defined region. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Oversight and administration of multi-layered projects for the CEO. Responsibilities may include following up on task of existing project status, requesting for reports and updates from departments and supervisors.
- May direct and deploying support staff or other resources related the coordination of work. Meet with project clients to assess their needs and define project requirements. Coordinates the allocation of project resources to ensure the team has what it needs.
- Prepares and executive various operational summary reports, meeting notes and written responses. Conducts research, gathers information and analyzes data on behalf of projects within the executive office, and continuously updates status in a project management format.
- Develop positive and strategic relationships at all levels of the organization to ensure projects and schedules remain on course and operates smoothly with minimal disruptions. May provide a leadership role for the work group through knowledge in the areas of specialization.
- Responsibilities may include being a liaison between project teams, departments, and staff in guiding milestones and deliverables. May represent the Chief Executive Officer (CEO) in routine meetings when unavailable. Communicate with stakeholders. Uses discretion, judgement and knowledge of the organization to facilitate the executive's activity.
- Ensure confidential information is maintained and not disclosed.
- Performs other duties of a similar nature or level.

Required Skills:

- Applying applicable laws, ordinances, codes, rules, and regulations;
- Preparing operational records and reports;
- Problem-solving and critical thinking;
- Conducting research; Maintaining operational records
- Monitoring and establishing budgets;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Required Experience:

- Valid Driver's License
- Bachelor's degree in Business Administration, Project Management, Political Science or related field
- Two years of related experience in progressively responsible administrative experience at the executive level within public or business administration; or an equivalent combination

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Please email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.