



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834
(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX
1-800-748-5259 (TDD/Hearing Impaired)
www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Business Coordinator (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$27.54 - \$29.94 per hour
DOE
CONTACT PERSON: Elizabeth Fernandez
Administrative Support Assistant

RESPONSIBILITIES: The Business Coordinator shall oversee all project activities of the Community Development Block Grant CV2/3 Tribal Set Aside project "Sustaining Native American Economies." Shall be responsible for the implementation of the CDBG CV2/3 Grant program, including but not limited to outreach, eligibility determination, information and referral services, monitoring, and follow-up activities. Shall ensure that all activities are in compliance with all applicable grant rules and regulations. Shall ensure that call activities are operating at an acceptable level with respect to program goals and objectives. Shall ensure that time frames are met. Shall prepare program plan, budget, and program reports.

REQUIREMENTS: At least two (2) years of program management experience in federally funded programs preferably with non-profit programs demonstrating the knowledge and abilities; and a bachelor's degree with major work in Business Administration, Accounting, or related field. Qualified work experience may be substituted for the educational requirements on a year for year basis. Must have a valid driver license, good driving record, own automobile, and adequate insurance.

KNOWLEDGE OF: The purpose, goals, operating requirements, rules and regulations of the Community Development Block Grant CV2/3 Tribal Set Aside Program; program services available; basic computer operations.

ABILITY TO: Plan, develop and review program planning; analyze and interpret program rules and regulations; analyze, assess and measure effectiveness of CDBG Program activities and develop changes when necessary; prepare, analyze and monitor budget and expenditures; calculate business formulas; present information effectively to management, clients, and public agencies; organize and maintain records and prepare reports; operate computer equipment and word processing software program; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong managerial, communication, organizational, analytical, and problem-solving skills. Strong work ethic and dependability. Strong understanding of federal regulations pertaining to non-profit fiscal operations.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: Elizabeth Fernandez, Administrative Support Assistant
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.