



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: Education Director (Open)

CLOSING DATE: Open Until Filled

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

STARTING PAY: \$1,216.00 - \$1,277.60 wkly
DOE
CONTACT PERSON: Elizabeth Fernandez
Administrative Support Assistant

RESPONSIBILITIES: The Education Director shall oversee the activities of the Community Development Block Grant CV2/3 Tribal Set Aside project "CIMC COVID Education Recovery Project". Shall ensure that all activities comply with all applicable CDBG grant rules and regulations. Shall ensure that all activities within their assigned region are operating at an acceptable level with respect to project goals and objectives. Shall supervise and oversee the tasks of the Education Coordinators.

REQUIREMENTS: At least two (2) years of program management experience in federally funded programs demonstrating the knowledge and abilities, and a Bachelor's degree with major work in communications, media, business, public relations, or a related field. Qualified work experience may be substituted for the educational requirements on a year for year basis. Must have a valid California driver license, good driving record, own transportation, and adequate insurance.

KNOWLEDGE OF: The rules, regulations, and allowable activities of the CDBG CV2/3 grant project; social media and technology trends; on-line communications principles and guidelines; and Microsoft Office programs.

ABILITY TO: Supervise and direct staff; plan, design, and review project operations; interpret and translate applicable laws, rules, regulations and bulletins into project policies; analyze, assess and measure effectiveness of project and recommend changes for improvement when necessary; communicate effectively; work with people from diverse backgrounds and skill levels; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet and database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Must possess strong managerial, communication, organizational, computer, 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.

Successful completion of a criminal history background check will be required of the candidate selected for this position.