

## **BLACKFEET HOUSING EMERGENCY RENTAL ASSISTANCE PROGRAM**

### **Project Director Job Description**

The project director is responsible for overseeing all staff and Contractors who are assigned certain tasks to complete in order to insure the Blackfeet Housing Rental Assistance Program is a success. The job of the project director will involve creating schedules and work flows and following up with workers to ensure that each phase of the project proceeds as planned.

#### **Position Description:**

The project manager supervises staff and Contractors in each phase of the project, and keeps upper management informed as to how the project plan is progressing.

#### **Essential Duties and Responsibilities of a Project Director**

- Coordinates the efforts of various workers in order to ensure that required tasks can be accomplished
- Develops a timeline for the completion of certain milestones for the BH ERA program
- Creates a budget for the completion of a particular job, and monitors the amount of money spent in order to ensure the project does not exceed this amount
- Recommends changes to the project that is ongoing if it appears it is not proceeding on schedule or is producing unsatisfactory results
- Develops an alternate course of action for completing the project should the initial plan fail
- Makes presentations to the Board and executive director concerning different phases of the project
- Reviews proposals and recommends approval or denial of them
- Contracts with outside entities for support on an as-needed basis

#### **Required Knowledge, Skills, and Abilities**

- Is able to foster a sense of team spirit
- Communicates well and relays information in a timely manner
- Has good budgeting skills and is able to reduce costs without making adjustments that would affect quality
- Knows what is required in order for the project to be completed, and has realistic expectations as far as meeting deadlines go
- Possesses good math skills, and can make accurate calculations quickly and easily
- Has good leadership and supervisory skills

**Education and Experience**

Bachelor's degree in business, economics or communications preferred. At least two years of experience in program direction or management.

**Work Environment**

The project manager will spend a majority of their time in the office with travel to areas with significant Blackfeet Tribal member populations. This position is Temporary Full Time that will end when the funding runs out or is recaptured by the U.S. Treasury Department. This position is salaried and requires anywhere from 50 to 60 hours of work per week, which can include nights and weekends.

**Salary**

The salary of a project director is \$27 per hour with a possibility of a bonus at the end of the project.