



MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

POSITION ANNOUNCEMENT

updated 8/31/2021

Grants and Native Star Coordinator

Primary Functions: Coordinates the pre-award planning, organization, and preparation and the post-award administration of various grants. Interacts with investigators and administrative staff to ensure that grants are in compliance with regulator, funding agency and policy requirements. Provides guidance and support to directors in the identification and development of grant opportunities.

Responsibilities:

- Coordinates the planning and preparation of grant proposals for all departments; provides guidance and assistance to directors in the interpretation of funding agency regulations and requirements.
- Serves as a liaison between directors, granting agencies and Business Office in the budgeting and preparation of grant proposals; researches grant requirements and complies and prepares comprehensive budget justifications for directors.
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, and awards; creates and distributes standard and special reports and summaries, as required.
- Provides advice and guidance to directors on the application of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes and on the impact of changes on funded operations.
- Coordinates Native Star reporting with administrators and informs them of upcoming deadlines and any new reporting that may be required.
- Treats all patrons with respect and dignity.
- Executes responsibilities in a professional and timely manner.
- Must be able to follow all school policies and procedures
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Performs other duties as may be assigned by the supervisor.

Key Relationships:

- Reports to the Superintendent.
- Interacts with supervisor and administrative staff throughout the day.

Minimum Qualifications:

- Minimum of 5 years' experience with grant writing and management or Bachelor's degree with 2 years' experience with grant writing and management.
- Intermediate to advanced computer skills required. A computer proficiency test will be administered prior to hire.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Twelve-month contract.
- Salary is determined by years of experience and education.

Working Conditions:

- Work is accomplished within a school environment.
- Work could be stressful at times depending on deadlines.
- From time to time, will require longer than normal work days due to demands of the position.

Applications will be accepted until the position is filled.

- ***ALL*** positions require background checks and clearance from any criminal charges **prior** to employment.
- **Note:** any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

**Applications available at the MAS Administration or on our website:
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or email:
HR@mescalero.org**