

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE:** DIRECTOR OF PROJECT ADMINISTRATION – ARPA FOOD SECURITY PROJECT  
**CLASSIFICATION:** EXEMPT  
**STATUS:** FULL-TIME, SEMI-PERMANENT – ENDING DECEMBER 2026

**DATES OF POSTING PERIOD: UNTIL FILLED**

**JOB SUMMARY:** The administration, coordination, and oversight of an ambitious and important project aimed at addressing adverse effects of the coronavirus pandemic related to the availability of nutrition, solving problems faced by our tribal families as they endeavor to obtain and afford nutrition in extraordinary times, and creating a sustainable tribal food system whereby the tribal community can have assurances of sustenance through perilous times. This position is under the direct supervision of, and viewed as an extension of, the Natural Resource Officer—will be involved in high-level decisions and implementation strategies of the project while complementing and completing the ability of the Officer to effectively manage all facets of it. The location of this position will be at various locations including Tribal HQ, new Natural Resources Office facilities to be established, and various food processing facilities.

The ideal candidate for the position will possess the ability to work in close concert with the Natural Resource Officer to manage the new hires created by the project; plan and adapt the project as it evolves; lead people and motivate them to be their best; communicate with all stakeholders in a clear and meaningful manner; organize processes and create new processes; document the project through various media; support improvements in communication and leadership as the project evolves; and develop strong working relationships with community partners affected by the project.

Characteristics of the ideal candidate are the drive to achieve and become continually better, a willingness to make decisions without being directed, a zeal for tackling tasks without being directed or nudged, an infectious positive attitude, and an outgoing spirit that quickly relates to and inspires other people.

**MAJOR JOB FUNCTIONS:**

Actively participate in the following, either alongside other team members or alone:

- Coordination of efforts within the project team, external contractors, and with other teams involved in the projects
- Planning project goals, strategies, and activities as the project kicks off and evolves
- Working extensively with outside specialists developing sustainability strategies
- Facilitating the development of competence, confidence, connections, and leadership within the project team
- Work with department leads to develop processes and procedures for the various food processing facilities created by the project
- Organizing communication with the Tribal community to ascertain their concerns, needs, and priorities and weave them into the goals and activities of the project
- Maintain communications with community partners where applicable

*This position includes, but is not limited to, the job functions listed above.*

Human Resource Officer  
Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [cgibson@miamination.com](mailto:cgibson@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

**MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Ability to think critically and discern between options and cause/effect in a complex environment
- Ability to maintain a workplace that is organized, clean, positive, and puts forth a consummately professional image to the public and tribal community
- Ability to work unsupervised and meet deadlines
- Ability to work beyond normal working hours if necessary
- May be subject to criminal background investigation
- Possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PREFERRED QUALIFICATIONS**

- Multiple years experience leading and managing subordinate employees with positive results and referrals
- Thorough knowledge of leadership skills and emotional intelligence
- Knowledge of tribal government operation and structure
- Ability to write in an excellent manner and communicate effectively
- Experience creating processes and understanding of logistics
- Familiarity and proficiency with Microsoft Office Suite
- Post-secondary studies and degrees or certificates

**PHYSICAL REQUIREMENTS:**

- Must be able to lift and carry a minimum of 20 pounds
- Normal amounts of walking, standing, sitting

**CONDITIONS OF EMPLOYMENT:**

- Full-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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