



**UNITED KEETOOWAH BAND OF CHEROKEE  
INDIANS IN OKLAHOMA (UKB)  
UKB CORPORATE BOARD  
16426 W 760 RD.  
Tahlequah, OK 74464**

Ratified  
October 3, 1950

**UKB  
CORPORATE  
BOARD**

Carrie Haney  
Chairman

Secretary

Dustin Scott  
Treasurer

Jeffrey Nelson  
Member

Dana Boren  
Member

**INTERNAL ANNOUNCEMENT**

Applications can be obtained from the UKB website and then submitted using the information listed below:

By bringing a paper application to Ashley Myers at the UKB Corporate Board office address listed above or sent via email to [amyers@ukb-nsn.gov](mailto:amyers@ukb-nsn.gov)

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**Opening Date:** 2/6/2024

**Closing Date:** 2/23/2024

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**Position:** Project Director – Prevention Team

**Department:** Echota Behavioral Health Tahlequah, OK

**Reports To:** Grants Manager

**Pay:** \$45,000 - \$55,000 BOE

**Status:** Full Time, Exempt

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**Job summary:**

We are looking for an experienced Project Director to join our team. This position requires leadership skills, organizational skills, program development experience, knowledge of evaluation, and expertise in the areas of mental health, community and cultural development, and substance abuse. The Project Director will provide guidance and leadership over the grant project, monitor grant related activities, maintain regular communication with staff and stakeholders of the grant, develop policies and procedures for the grant, supervise staff of the grant, and assist with data collection the grant. The PD will assist the evaluator in coordinating evaluation and training activities and will ensure that confidentiality and participant protection procedures are appropriately administered, and that grant data is properly maintained and stored in the appropriate data system for grant reporting purposes..

**Responsibilities**

- Overseeing daily operations and providing coordination across the grant.
- Recruiting community stakeholders
- Providing technical consultation at the local level
- Interacting with the public
- Supervising staff
- Working closely with the advisory group
- Providing leadership to the grant staff.
- Responsible for community/cultural outreach.
- Organization of the entire grant project.
- Contribute to team effort by accomplishing related results as needed.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Generate, submit, and reconcile reports.
- Handle multiple projects simultaneously..

- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Book conference calls, rooms and other items needed for meetings.
- Maintain computer and manual filing systems.
- Handle sensitive information in a confidential manner.
- Reply to email, telephone, or face to face inquiries.
- Provide polite and professional communication.
- Conduct data entry.

### **Requirements**

- Master's Degree, Bachelor's Degree, or equivalent grant experience is required.
- Two-years of experience with a Behavioral Health unit or cross-agency experience with a community-based project is preferred.
- Must possess a valid Oklahoma Driver's License and be insurable.
- Knowledge of basic accounting principles and business office/staff management.
- Knowledge and skill in the use of computer applications in MS Windows environment.
- Skill in communicating courteously and effectively.
- Skill in maintaining accurate records and preparing various reports in a timely manner.
- Skill in presenting ideas and facts effectively and accurately.
- Skill and ability to participate and work as a team member.
- Ability to maintain consumer confidentiality.

**UKB and Tribal preference applies.**

**Job Description is subject to change.**