



MBCI - CHOCTAW LOAN PROGRAM
CHOCTAW TOWN CENTER SUITE 305
P O BOX 6002
CHOCTAW MS 39350
PH: 601.656.0056/FAX 601.663.0619

JOB ANNOUNCEMENT #432412

POSITION TITLE: Project Data Specialist
SALARY: Grade 9
SUPERVISOR: Director of Choctaw Loan Program
LOCATION: Choctaw Town Center
TYPE OF EMPLOYMENT: Temporary Full-time, Non Exempt
OPENING DATE: SEPTEMBER 12, 2022 SEP 12 2022
CLOSING DATE: SEPTEMBER 26, 2022 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Project Data Specialist will be responsible for collecting, processing and organizing applications and supporting documents for on-going projects.

DUTIES AND RESPONSIBILITIES:

1. Provide administrative support to the Director of Tribal Housing
2. Collect required supporting documents from applicants
3. Work closely with project applicants throughout an application process
4. Organize and maintain electronic filing system and compile reports as necessary
5. Maintain accurate financial records on current project
6. Assist with various duties of other staff members as needed
7. Work closely with other professions related to current project as necessary
8. Assures that project applicants are thoroughly aware of guidelines of project
9. Provide quality customer service and proficient relations wherever possible
10. Provide training to applicants on topics related to current project
11. Participate in project related training as needed
12. Promote and advertise projects to the public through social media and other media outlets
13. Attend community club meetings to promote and/or inform community members of current project
14. Work some evening and weekends as necessary to promote successful outcome of the program.
15. Develop brochures/infographics to distribute to the public.
16. Performs other duties as assigned by the program Director.

WORK HOURS:

The work hours for the Project Data Specialist will be 8:00 a.m. to 4:30 p.m. Monday through Friday except when community activities are held in the evening or weekends.

PHYSICAL DEMANDS:

Must be able to sit for long periods of time working on the computer
Must be willing to wear face mask for the protection of self and others

Project Data Specialist

QUALIFICATIONS:

1. High School graduate or GED equivalent REQUIRED. Associates degree or equivalent from an accredited college preferred.
2. Must have knowledge and experience with Microsoft Word, Excel, Access, Publisher, PowerPoint and use of online applications to create brochures and infographics.
3. Must have experience in gathering data and writing reports
4. Must be familiar with the use and capabilities of social media platforms
5. Must be familiar with or willing to learn to use selected accounting software
6. Must be able to communicate with customers in the Choctaw Language whenever necessary
7. Must be able to communicate and maintain an effective working relationship with customers and business associates.
8. Must be organized and able to set up new projects according to guidelines
9. Must be able to work with minimum supervision
10. Must have a valid Driver's License, reliable transportation and Liability insurance. REQUIRED
11. Complete a Criminal background check and drug testing with satisfactory results

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350