Department of Public Safety
PHONE: (601) 656-5711
FAX: (601) 663.7635
MISSISSIPPI BAND OF CHOCTAW INDIANS
125 RIVER RIDGE CIRCLE • P.O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #343436

JOB TITLE:	Program Coordinator
SALARY:	Negotiable
OPENING DATE:	**OCTOBER 27, 2026** OCT 27 2026
CLOSING DATE:	**NOVEMBER 10, 2026 OR UNTIL FILLED**
SUPERVISOR:	Member Services Division Director
JOB LOCATION:	Justice Complex
TYPE OF EMPLOYEMENT:	Regular Full Time/Non-exempt **(Grant Period: 2 years)**

SCOPE OF SERVICE:

The Program Coordinator will facilitate the process for the MBCI Comprehensive Justice System Strategic Planning Project by gathering stakeholders to form a Strategic Task Force ensuring grant goals and objectives are implemented effectively.

RESPONSIBILITIES & DUTIES:

1. Recruit and lead Strategic Task Force meetings to ensure compliance with the Department of Justice three phase planning process
2. Gather data identifying gaps and priorities of the MBCI Justice system
3. Collaborate with the Department of Justice Training and Technical Assistance provider to finalize a written strategic plan
4. Attend mandatory Department of Justice training
5. Adhere to grant guidelines, ensuring compliance to award conditions and assurances
6. Develop Department of Public Safety policies and procedures and assesses department needs for policies to establish BIA compliancy
7. Attend staff meetings and staff development activities as necessary
8. Assuming responsibilities of subordinate staff as required
9. Carries out other duties as assigned

QUALIFICATION:

1. Experience in Microsoft Office programs such as Word, Excel and PowerPoint
2. Must have High School Diploma or sufficient G.E.D. Certificate.
3. At least one year's experience in Program Coordinator-related position.
4. Excellent communication skills
5. Ability to write reports
6. Strong analytical skills; ability to initiate work and follow through to completion on time and accurately
7. Ability to problem-solve and make good independent decisions
8. Must possess reliable transportation, valid driver's license, and liability insurance
9. Must be able to provide and maintain a negative drug screen prior to beginning and throughout the duration of employment
10. Able to pass a criminal background check
11. Preferential treatment will be extended to qualified Indian applicants.

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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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 only 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. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination. A waiver is not required if no Native American has applied for a position.

IF INTERESTED SENID APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. BOX 6033
CHOCTAW, MS 39350