

**Kadiak LLC**  
**BIA Tribal Courts**

Role: Tribal Courts Project Manager  
Location: Anchorage, AK  
Number of Openings: 1  
Date: October 2019

**Kadiak, LLC.** is looking for a Tribal Courts Project Manager to join our team in Anchorage, AK. This is a full-time position supporting Kadiak and our government customer.

We offer competitive compensation and an extraordinary benefits package including health, dental and vision insurance, 401K with company matching, flexible spending accounts, paid holidays, three weeks paid time off, and more.

The Project Manager will work with the project team to conduct Tribal Court Assessments for the identified Alaska villages on behalf of the Bureau of Indian Affairs. The team will conduct 15 tribal court assessments in Alaska each year. The PM manages and coordinates all work, activities, issues, and other contractual obligations relating to this contract and will interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR) and any Task Managers. The PM is responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of all contractual deliverables. The PM is accountable for contractor compliance with all applicable Government contracting clauses and assurance that contractor's corporate interests and activities do not conflict with or violate Government restrictions or edicts.

Essential Functions, Responsibilities & Duties may include, but are not limited to:

- Frequent travel to rural Alaska (15-30 site visits/year)
- Interview tribal court stakeholders in each community including Tribal Councils; Tribal Court Staff; Tribal Administrators; and other relevant community members.
- Technical writing (15 ~80-page assessment reports – template provided)
- Scheduling all site visits
- Court document review
- Budgeting
- Invoicing
- Oversee project team including managing subcontractors
- Monthly reporting to the customer (template provided)
- Presentation of assessment reports to respective tribes
- Perform work planning, managing scope, budget, schedule, and risk, resource allocation, progress monitoring and control, deliverable reviews, delivery, and implementation of Tribal Court Assessments.
- Provide interface with government project stakeholders
- Manage major and minor modifications
- Other duties as required or assigned

**POSITION REQUIREMENTS:**

- Must have a Juris Doctorate
- Must have or possess a J.D. degree from an accredited University with a minimum of 5 years' experience as a lawyer;

- Experience as a tribal judge, tribal administrator, persecutor, civil attorney or public defender, and have worked extensively in the court system within the last 5 years.
- Shall have significant experience in working with tribal governments and ability to provide constructive criticism to tribal courts and tribal governments regarding difficult situations which arise in the tribal court arena;
- Must have experience in conducting trial court assessments or trial court evaluation over last 5 years;
- Participate with team that will be expected to conduct the Tribal Court assessments in six (6) separate phases. The team will conduct each assessment with a review team of at least two (2) team members.
- Can perform a court assessment based on the Trial Court Performance Standard and Measurement System (TCPS).
- Shall have a cultural awareness of the rural Alaskan locations and sites, which are being evaluated and assessed. This includes experience communicating and working with rural Alaska Native communities.
- Valid driver's license.

### **Working Environment & Conditions**

This position is primarily indoors, consistent with a standard office position and has a noise level of mostly low to moderate. The incumbent is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The work load may require the incumbent to sit for extended periods of time. The incumbent must be able to read, do simple math calculations and withstand moderate amounts of stress. The incumbent must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **Our Equal Employment Opportunity Policy**

The company is an equal opportunity employer. The company shall not discriminate against any employee or applicant because of race, color, religion, creed, sex, sexual orientation, gender or gender identity (except where gender is a bona fide occupational qualification), national origin, age, disability, military/veteran status, marital status, genetic information or any other factor protected by law. We are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.

The company is dedicated to seeking all qualified applicants. If you require an accommodation to navigate or to apply to a position on our website, please contact Heaven Wood via e-mail at [accommodations@koniag.com](mailto:accommodations@koniag.com) or by calling 703-488-9377 to request accommodations. This contact information is used for accommodation requests only and cannot be used to inquire on a status of your application.

Kadiak, LLC (Kadiak) is an Anchorage, Alaska based professional services firm specializing in federal contracting compliance & management, tribal sovereignty & law, and cultural and environmental resource management. Kadiak is owned by Koniag, Inc., an Alaska Native Regional Corporation (ANC) formed pursuant to the Alaska Native Claims Settlement Act of 1971. Kadiak is certified in the Small Business Administration's 8(a) Business Development Program.

EOE Minorities/Female/Protected Veterans/Disabled. Shareholder Preference in accordance with Public Law 88-352