

.....*Now Hiring*.....

FAMILY & WORKFORCE SERVICES DIVISION DIRECTOR

This position will plan, direct, coordinate, monitor, evaluate the day to day operations of Client Development programs administered by Tanana Chiefs Conference.

Duties include:

1. Provide supervision and help administer service programs to Client Development programs and insure delivery of quality services. Including planning, tracking and monitoring program activities.
2. Assess program personnel and funding needs; bring program ideas, areas of concerns and make recommendations to executive management.
3. Maintain a close working relationship with the Tribes served by TCC to keep up-to-date of local Tribal concerns and track service delivery.
4. Development, writing and submission of grants and contracts.
5. Research and develop sources of funding and revenues to support local and regional Employment and Training, Education, and Social Services and family support.
6. Provide technical assistance, coordination and support to other programs to monitor, analyze and develop positions and recommendations regarding state and federal policies, statutes and regulations affecting the welfare of Tanana Chiefs Conference tribes.
7. Recruits, trains, supervises, directs, evaluates and disciplines staff.
8. Develop and monitor program budgets and expenditures.
9. Develop collaborative partnerships with private, state and federal agencies and advocate, as requested, to address identified unmet needs of families and communities.
10. Assist Program Managers in developing program outcome measures and conducts program needs assessments to gauge program effectiveness. Able to communicate goals and operational plans to all levels in the organization.

APPLY ONLINE AT WWW.TANANACHIEFS.ORG/CAREERS



Tanana
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