



## MI'KMAQ NATION JOB DESCRIPTION

**POSITION TITLE:** CCDF ARPA Project Manager

**PAY:** \$16-\$18 per hour at 20 to 30 hrs./week

**PART TIME/TERM:** 2-year position

CCDF supports low-income working families by providing childcare financial assistance in the form of child care subsidies and promotes children's learning by improving the quality of early care and education and afterschool programs. This contract primarily supports the operations of the Child Care Stabilization Grants Appropriated in the American Rescue Plan (ARP) Act. Grantees under this program include State licensed Child Care Providers and Tribal Relative Care Providers. The position will also support related early childhood and Tribal initiatives and efforts including:

- Initiating the Child Care Stabilization Mini Grant Awards Program to registered Child Care Providers/Vendors (the primary goal of the grant award).
- Coordinating, carrying out, and monitoring any other special projects and initiatives focused on CCDF
- Attending CCDF Plan Trainings and assisting in the development of the upcoming plan.
- Assessing grantee performance with regard to and compliance with Federal statutes, regulations, and policies
- Analyzing and identifying significant internal control weaknesses and other issues discovered in the analysis as well as recommending corrective actions
- Preparing descriptive background and analytical reports, memoranda, and other types of written responses on significant issues of legislative and operational concern for reports to Program Director and to any other party designated by the Program Director
- Fulfill any other duties reasonably requested by the Tribe
- Attend scheduled webinars and meetings
- Report weekly to Program Director

**Basic Requirements:** Hold/in pursuit of an AA in Business, ECE or related field with some form of experience in ECE or Business Environment. Some education in early childhood is a plus. He/she will indicate a knowledge in early childhood practice and philosophy that aligns with that of the organization and grantors. He/she will demonstrate a high level of professionalism in speech and demeanor. He/she will demonstrate strong leadership skills and a strong commitment to the field of early care and education.

If you are interested in applying for this position you **must** submit a **completed job application**; A **completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).**

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: JANUARY 25, 2023**

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.