



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 childcare 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 the Program Director and 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 of 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.

The closing date for this position is **MARCH 20, 2023** Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at www.micmac-nsn.gov, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

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

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.