Position Description: Project Director SAMHSA Grant  
Zuni Youth Enrichment Project Zuni, NM

GENERAL DEFINITION: SAMHSA Project Director performs all duties associated with managing the SAMHSA Native Connections Grant: a community driven substance abuse and suicide prevention program for tribal youth. The Project Leader also helps support activities and programs that help ZYEP achieve its mission.

The SAMHSA Project Director is responsible for independently performing the following duties with minimum direction:

• Grant Management
  o Ensure all grant reporting requirements are completed on time and are of high quality
  o Lead and implement community assessments related to SAMHSA grant
  o Compile and maintain assessment data for the development of grant reports
  o Effective writing of grant reports
  o Ensure grant objectives are being met through ZYEP activities
  o Maintain regular communication with SAMHSA grant officers
  o Attend meetings, conferences and webinars as requested by funder
  o Work with supervisors and staff to determine new funding sources to pursue and participate in grant writing, review, and submission

• Grant Programing
  o Coordinate SAMHSA Native Connections grant activities and assist with other mission central ZYEP programs.
    ▪ Engage with Zuni community partners to identify and develop community awareness and prevention activities consistent with the cultural context of Zuni Pueblo
    ▪ Engage with Zuni community partners to develop procedures, protocols, and policies related to preventing and responding to suicide and substance abuse
    ▪ Recruit, enroll, and support youth in grant related awareness and prevention activities
    ▪ Plan and coordinate logistics for grant related awareness and prevention activities
    ▪ Ensure effective systems to document and track program processes and outcomes
    ▪ Work with Zuni community partners to meet program objectives

• Supervision
  o Supervise staff and contractors providing assistance to ZYEP on an in-kind, part-time or contractual basis within the scope of the Native Connections Grant and other mission central ZYEP programs.
    ▪ Provide guidance to, oversee work completed by, and determine workload of SAMHSA grant employees and contractors
    ▪ Collaborate on hiring and firing decisions with Co-Directors
    ▪ Ensure staff and contractors meet deadlines and deliverables for the grant
    ▪ Ensure that staff are properly trained for their duties.
MINIMUM QUALIFICATIONS:
All candidates should have proven leadership, management, and program development experience as well as proven experience in programs that work with school-age Native American youth. Concrete, demonstrable experience and other qualifications include:

- At least 2 years’ professional experience teaching/leading programs for Native American youth
- At least 2 years’ professional experience collaborating with community partners to improve learning and health outcomes for Native American youth.
- Demonstrated strong writing skills (experience writing proposals and reports)
- Demonstrated strong verbal communication skills (teaching and presenting)
- Experience planning, administering, and analyzing community assessments.
- Demonstrate high degree of flexibility and adaptability in pursuing multiple priorities in a dynamic and fast-paced work environment.
- Effectively work with diverse staff, youth and community members in a culturally competent manner
- Ability to access cultural and community resources
- Computer skills to include proficiency in word, excel, publisher, and database programs.
- Demonstrated experience using technology/social networking as a positive outreach tool.
- Experience with conflict resolution and/or crisis management
- Must be able to lift 30lbs
- Must pass background check
- CPR / First Aid Certified
- Valid Drivers License
- Zuni Tribal Member preferred, not required
- Bachelors Degree in related field; Master’s degree preferred, not required

APPLICATION PROCESS
Interested individuals please submit the following application materials directly to ZYEP offices at Ho’n A:wan Park, 13 Chimoni Drive Zuni New Mexico 87327 or email to jclaunch@zyep.org or mail to PO Box 447 Zuni NM, 87327 by May 16th 2019 at 5:00pm.

1. Cover letter addressing how you meet the position requirements
2. ZYEP application
3. Professional resume
4. 3 professional references including their email’s and phone numbers (include on resume)
5. Copies of college transcripts
6. Copies of any relevant certificates/licenses/credentials

If you have questions please call (505) 782-8000
Application For Employment
The Zuni Youth Enrichment Project - (ZYEP)

***An Equal Opportunity Employer

Today's Date:

### PERSONAL INFORMATION

Please Print or Type (black or blue ink only)

<table>
<thead>
<tr>
<th>Name</th>
<th>(Last)</th>
<th>(First)</th>
<th>Middle Initial</th>
<th>Phone Number</th>
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Current Address:

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<th>P. O. Box:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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<tr>
<th>What position are you applying for:</th>
<th>Date Available for Employment:</th>
<th>E-Mail Address:</th>
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- Are you willing to relocate?
  - Yes
  - No
- Are you willing to travel if required?
  - Yes
  - No
- Any restrictions on hours, weekends or overtime?
  - Yes
  - No

Have you ever been employed by this program or any of its subsidiaries before?

- Yes
- No

Indicate location and dates:

Can you, after employment submit verification of your legal right to work in the United States?

- Yes
- No

Have you ever been convicted of a felony?

- Yes
- No

Conviction will not automatically disqualify job candidates. The seriousness of the crime and the date of conviction will be considered.

### PERFORMANCE OF JOB FUNCTIONS

Are you able to perform all the functions of the job for which you are applying, with or without accommodation?

- Yes, without accommodation
- Yes, with accommodation
- No

If you indicated you can perform all the functions with an accommodation, please explain how you would perform the tasks and with what accommodation?

### EDUCATION

<table>
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<tr>
<th>School Level</th>
<th>School Name and Address</th>
<th>No. of Years Attended</th>
<th>Did you graduate?</th>
<th>Course of Study</th>
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<td>High School</td>
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<td>Tech, business</td>
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<td>College</td>
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### PERSONAL DRIVING RECORD

This section is to be completed ONLY if the operation of a motor vehicle will be required in the course of the applicant's employment.

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<tr>
<th>How long have you been a licensed driver?</th>
<th>Driver's License Number:</th>
<th>Expiration Date:</th>
<th>Issuing State:</th>
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List any other state(s) in which you have had a driver's license(s) in the past:

Have you ever been convicted of reckless of DUI or DWI?

☐ Yes  ☐ No

*We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, national origin or disability.*

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**Applicant Signature**

**Date**