

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: November 10, 2021

CLOSING DATE: Until Filled

CARES/American Rescue Plan (CARP) Coordinator

JOB STATUS:

CARES/American Rescue Plan (CARP) Coordinator

Career Field: Finance

Pay Range: \$25.00 per hr.

Category: C

Status/Term: Full-time

Grant Specific, Temporary, 3-years

LOCATION:

Penobscot Nation

Administration

Classification: Full-time, Temp

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Bachelor's degree in Business, or a related field required. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Computer proficiency required. Previous experience with tribal communities preferred. Ability to organize and implement accountability systems for government compliance required. Working knowledge of federal funding, policy and federal regulation and the budgeting process. The applicant should be familiar with the community, and tribal systems. Current State of Maine Driver's License required. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.Resources

@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: CARES/American Rescue Plan (CARP) Coordinator

Department: Finance

Reports To: Finance Director

Rate of Pay/Category: \$25.00 per hr.

Status/Term: Full-time, 3 Years Grant Specific

JOB SUMMARY:

The CARP Coordinator is a position working in the Finance Department. This position will advise designated program staff, awardees, proponents, recipients, and Finance Director in areas such as project development, compliance, implementation and monitoring as well as a wide-variety of special projects throughout the lifecycle of the programs. Within the scope of his/her responsibilities, the CARP Coordinator must ensure that the work is carried in accordance with CARES/ARP standards, policies and procedures and ensure the effective and efficient stewardship of resources.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Serve as liaison in the Finance department for the public and other Nation departments for coronavirus response matters.
- Remain well versed and current in the “Coronavirus Aid, Relief, and Economic Security Act” or the “CARES Act”.
- Remain well versed and current in the American Rescue Plan Act of 2021.
- Responsible for the reporting requirements for both Acts and working with Director to set up budgets under these funds for projects under these funds.
- Keeping up to date on the Department of Treasuries FAQ’s and Guidance under these funds.
- Completing quarterly progress reporting for the CARES Act and ARP funds
- Being the contact person and processing applications for coronavirus response programs housed under Finance such as the Business Interruption and Economic Support programs.
- Assisting Accounts payable in processing payments under these programs.
- Assist Finance staff in tracking other coronavirus relief grants from agencies like BIA, DHHS, HUD etc. and working with Departments to ensure grant funds are spent in a timely manner.
- Scanning and filing any paperwork related to coronavirus relief.
- Advises responsible officers on new or updated policies and procedures and ensures they are taken into consideration when designing and implementing projects;
- Manages budget ensuring appropriate expenditures, proper budgeting, and timely and accurate reporting.
- Responsible to take the necessary measures to prevent, detect, and respond to problems related to compliance.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.

- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work is generally performed in a busy office setting.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request