



## **Regional Housing Authority**

### Position Description

#### **DIRECTOR OF TRIBAL SERVICES AND OUTREACH**

##### **I. Summary:**

Under the general supervision of the President & CEO, plans, organizes and coordinates programs and between Tlingit Haida Regional Housing Authority and Tribal Entities. Responsible for the development and implementation of communication materials and programs. Responsible for customer engagement. Provides support to THRHA departments for communication tools, outreach, and education to THRHA tenants.

##### **II. Authority:**

The Director of Tribal Services and Outreach reports to the President & CEO and supervises assigned Tribal Services staff.

##### **III. Duties and Responsibilities:**

- Promotes and coordinates activities pertaining to Tribal Entities served by Tlingit Haida Regional Housing Authority.
- Interprets programs and services to Tribal Entities to meet identified needs.
- Community Outreach including oversee, create, coordinate, and maintain the communication of information to tribal citizens regarding tribal programs and services through publications, website, and social media tools.
- Develops a detailed communications plan that maximizes an understanding of the THRHA goals, strategies, and services in accordance with the terms of the THRHA mission statement and strategic plan.
- Publications: Edits and rewrites text for content and clarity; may compose articles, news releases, or other material for publication;
- Establishes development policies, systems and procedures.
- In conjunction with Tribal Entities and the Grant Administrator, assists in developing and submitting grant proposals for funds from private foundations, corporations and government agencies on behalf of THRHA and Tribal Entities, as appropriate.
- Prepares and administers department budget.
- Prepares strategic plan or annual plans with short- and long-range goals to meet Tribal objectives.
- Assists in identifying and leveraging funds.
- Maintains contact with representatives of other Organizations, Tribes and Agencies on resources and services available. Also maintain contacts with media.
- Prepares reports and disseminates information.

- Special Projects: assists the President & CEO with special projects as needed. May require liaison with other THRHA Directors; scheduling of implementation; monitoring and reporting on progress; and maintain compliance with applicable laws, regulations, policies and best practices.
- Hires, Supervises, Evaluates and Manages Tribal Services staff.
- Oversee any contractors related to tribal services or communications and outreach.
- Travels to remote villages and conferences as needed.
- Other related duties as assigned.

#### **IV. Required knowledge, Abilities and Skills:**

- Extensive knowledge of rural areas and Native Cultural practices and needs.
- Excellent supervisor and leadership skills.
- Ability to develop long- and short-range plans.
- Excellent verbal, organizational, and writing skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to speak in front of large or small groups of people also, must conduct community and Tribal meetings.
- Thorough knowledge of Native American Housing and Self-Determination Act (NAHASDA) and other Federal and State programs.
- Ability to develop budgets.
- Ability to prioritize tasks and to delegate when appropriate.
- Ability to travel by small plane or ferry to small communities.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Kneel;
  - Crouch;
  - Reach
  - Push and pull
  - Lifting up to 30 pounds

#### **V. Minimum Qualifications:**

- Degree in Business Administration, Tribal Governance/Management, Community Planning, Public Administration or related field working with the Public and Communities in the development of planning.
- Five years of progressively responsible experience in tribal management field or related field.
- Appropriate College Education may be substituted for the required experience on a year-for-year basis up to Four years.

**VI. Grade Level:**

Grade 15

Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Mission and Values:**

Tlingit Haida Regional Housing Authority’s mission is to connect Southeast Alaskans with sustainable housing opportunities and innovative financial solutions.

**Tlingit Haida Regional Housing Authority Values:**

- Accountability – We take responsibility for those decisions or actions whether they turn out right or wrong.
- Care – We approach our work and how we treat others with care.
- Creativity – We encourage creativity to engage and build upon our shared knowledge and ideas.
- Customer Service – We promptly take care of customer needs with patience and professionalism.
- Excellence – We are committed to excellence, as the quality of our work matters.
- Integrity – We are ethical, fair, and honest in our actions.
- Initiative – We are willing to take action to get things done.
- Respect – We value the dignity and diversity of others.
- Teamwork – We work together to accomplish more than we could separately.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (January 2021)