



Eastern Band of Cherokee Indians

Contract Position Description

Grant Contract Position Title: Project Coordinator

Reports to: ANA Grant Co-Director

Grant Oversight: Kylie Shuler

Primary Function:

The ANA Project Coordinator (Coordinator) is responsible for daily oversight of all ANA grant contracts (grant). Is primarily responsible for Unit Instructors' contracts and the development of Cherokee language units for New Kituwah Academy (NKA) early childhood. Serve as the primary point of contact for University of North Carolina (UNC) Charlotte contract for unit and teacher development workshops and vetting of early childhood Cherokee language units.

Duties:

- Provide oversight to all contract staff, ensuring work logs align with invoices submitted for payment.
- Maintain an activity log and review Linguafolios on all contract staff.
- Prepare, submit, and monitor all lesson unit development, including all communications with UNC Charlotte during vetting process.
- Ensure all contract staff have clear processes for maintaining digital media.

Qualifications: Intermediate to Advance level of Cherokee language is required. Must be certified to work in an early childhood classroom by the NC Division of Health and Human Services, Criminal Records Unit. Must have prior experience working with children under the age of 6, as a teacher and/or curriculum developer.