



## EASTERN ALEUTIAN TRIBES

3380 C Street, Suite 100  
Anchorage, Alaska 99503  
Telephone (907) 277-1440  
Fax (907) 277-1446  
[www.eatribes.org](http://www.eatribes.org)

### **RECRUITMENT BULLETIN**

**POSITION:** Grant Writer/Administrator  
**PROGRAM:** Administration  
**FLSA:** Exempt  
**POSTED ON:** 11/26/2018

**LOCATION:** Anchorage  
**SALARY:** \$DOE  
**FT/PT/INT:** Full Time  
**CLOSING DATE:** Until Filled

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### **PURPOSE OF POSITION:**

Under general direction of the Chief Executive Officer (CEO), the Grant Writer/Administrator will develop grant applications from federal, state, and private sources to fund projects that benefit the health and well-being of Eastern Aleutian Tribe's population. This position is responsible for the overall researching, planning, coordination, development, writing and editing of grant proposals to ensure submission on or before deadlines. Under limited supervision coordinates and administers grants for compliance by assisting program managers with grant management and reporting, setting deadlines, assigning responsibilities and monitoring and communicating progress. Will work closely with the Senior Grants Accountant and program managers to plan and coordinate grant management reporting, setting deadlines, and monitoring and communicating progress. Assists when needed in the overall planning and coordination of resources, tasks, and necessary steps to ensure the requirements of all grant awards for EAT are followed and are progressing as planned. Researches, develops, and ensure completion of grant applications that provide continued funding to support EAT's Vision, Mission, and Values.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic medical terminology and clinic systems; knowledge of document preparation, design and layout concepts and techniques; knowledge of marketing and communications concepts and techniques; knowledge of medical research program resources, protocols and procedures; knowledge of business English usage, spelling, grammar and punctuation; knowledge of the Alaska Tribal healthcare environment; knowledge of planning and coordination of resources for grant reporting; skill in working independently; skill in researching, reading, interpreting and writing grants; skill in planning, organizing, and prioritizing tasks; skill in operating standard office equipment and a personal computer and standard office programs, such as word, excel, power point, and grant tracking programs; skill in establishing and maintaining cooperative working relationships with others; skill in assessing and prioritizing multiple tasks, projects and demands; skill in organizing, problem solving, priority setting and accomplishing deadlines; ability to exercise initiative and judgment; ability to type accurately and with sufficient speed to accomplish assigned tasks within given timelines; ability to work independently from general instructions and broad work expectations; ability to communicate information to widely diverse individuals in a courteous manner to present a positive image of Eastern Aleutian Tribes; ability to communicate detailed information clearly and concisely; experience assembling and motivating others to work together to deliver quality results, team player and consensus builder, excellent negotiation skills; ability to establish and maintain effective working relations with co-workers, contractors, and representatives from other local, state, federal and tribal agencies; exceptional communication, organization, critical thinking and analytical abilities.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in journalism, English, Communications, Public Health or related field.
2. Two (2) years' experience in successful, documented experience writing funded grant proposals, encompassing a variety of funds for health care and behavioral health care from State, Federal, and other funding sources.
3. Two (2) years' experience in grant administration
3. Experience in an Alaska Native Tribal Health environment.
4. Experience working with the Alaska Native Tribal Healthcare System preferred.
5. Experience in cross culture setting preferred.

**TO APPLY:**

For a full position description, please contact Human Resources @ (907) 564-2506. Send application to:

Eastern Aleutian Tribes  
ATTN: Human Resources  
3380 C Street, Suite 100  
Anchorage, Alaska 99503

**Or**

Fax to: (907) 277-1446  
ATTN: Human Resources

**NATIVE PREFERENCE:**

Preference shall be given to eligible & qualified Alaska Native/American Indian applicants, pursuant to PL 93-638 Indian Self Determination Act as amended, in hiring, contracting, and training for all positions within Eastern Aleutian Tribes. Eastern Aleutian Tribes is a drug & alcohol free/smoke free workplace.

*“Working Together to Promote Healthy Communities*

Adak ♦ Akutan ♦ Cold Bay ♦ False Pass ♦ King Cove ♦ Nelson Lagoon ♦ Sand Point ♦ Whittier