



Red Earth Project Coordinator

Haliwa-Saponi Indian Tribe

Job Announcement

Description: The person in this position will manage the implementation of the Red Earth: Strong Roots, Bright Futures program to include coordinating events, managing project timelines & budgets and other administrative tasks. This position will support grant activities by serving as a liaison between families, schools, tribal staff, and the tribal community. Supports performance management and evaluation activities by compiling feedback from families, educators, and students. Assists with outreach, recruitment, and engagement of participating educators and schools. This position will report to the Tribal Administrator and work collaboratively with the Project Director and Manager.

Requirements: Any combination of education and experience equivalent to a bachelor's degree in education, project management or a related field (Master's degree preferred) and experience in coordinating educational programs, preferably with American Indian communities.

Compensation: This is a grant-funded position. The hourly range will be \$20.98 to \$33.53 (\$43,629 to \$69,748 annually). The tribe provides a comprehensive employee benefits package.

Application

Requirements: An official completed Haliwa-Saponi Indian Tribe application and any supporting documents (transcripts, certifications, awards, etc.) are required to fully evaluate qualifications for this position. The completed application and supplemental materials must be received by 5:00 p.m. on/before the "apply by" date; postmarks will not be accepted. All portions of the application must be completed as they relate to your background for this position. Applications may not refer to a resume or other enclosed document (i.e. "see resume" or "see attached"), nor will these items be accepted in lieu of a completed application. We will be unable to consider incomplete applications for this position. A criminal background check will be required prior to hiring.

Apply by: Tuesday, June 8, 2026

Apply to: Human Resources Coordinator
Haliwa-Saponi Indian Tribe
Post Office Box 99
Hollister, NC 27844
(252) 586-4017

The Haliwa-Saponi Indian Tribe is a drug-free workplace. In compliance with the Immigration Reform & Control Act of 1986, the Tribe will employ only those who are U.S citizens or legal aliens authorized to maintain employment in the United States. Tribal preference applies to this position.