



**Mashpee Wampanoag Tribe**  
483 Great Neck Rd So. Mashpee, MA 02649  
Phone (508) 477-0208 Fax (508) 477-1218

**Job Title:** Project Manager  
**Department:** Mashpee Wampanoag Tribe, Housing Dept.  
**Reports To:** Housing Director  
**Salary:** \$35.00 per hour, 25 hours per week  
Temporary Part-Time, Non-Exempt  
**Closing Date:** Open until filled

**Summary:**

The Mashpee Wampanoag Tribe Housing Department is seeking a temporary Project Manager. The Mashpee Wampanoag Tribe owns 10 vacant lots at our Mashpee Wampanoag First Light Homes. We plan to utilize these lots as supportive housing for our homeless population. The Project Manager will be responsible for the development, design and construction plans to be able to move to the construction phase.

The Housing Department received a two-year grant to hire a Project Manager to oversee Phase 2 of the housing project, including identifying and hiring an architect and engineer. The architect will design, plan, and develop concepts to create construction plans and technical documents for the ten vacant lots at Mashpee Wampanoag First Light Homes. The engineer will support the architect with plans and infrastructure to maximize the amount of affordable units per house lot. The resulting design/construction plans are vital for the construction and ultimately implementation phase of our project.

**Responsibilities:**

- Collaborate with architects, engineers, legal, etc. to determine the specifications of the project.
- Oversee the architect and engineer with the development of design/construction plans.
- Ensure environmental review requirements are met.
- Host regular pre-development meeting
- Collaborate with the Tribe's legal team to ensure all zoning and permitting requirements are met.
- Meet all grant reporting requirements.
- Move into a financing phase where he/she will finalize projected financials for the project and research funding to support the construction phase of the project.

- Able to work independently with solid decision making skills.
- Writes scopes of work for contractors.
- Identifies and procures appropriate contractors and oversees direct work, as needed.
- Prepares necessary contract documentation for implementation of projects and ensures documentation is processed through to completion in accordance with Tribal contracting policies.
- Communicates the project status regularly to the Housing Director for presentation to Tribal Council.
- May be required to present directly to Tribal Council.
- Works with minimal supervision, manages own time effectively, maintains control over the project. Follows up on all relevant issues.
- Performs other duties as assigned.

### **Competencies:**

- Must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results.
- The ideal candidate will have an analytical mind and great organizational skills.
- Negotiate contracts with external vendors to reach profitable agreements.
- Obtain permits and licenses from appropriate authorities.
- Familiarity with quality, health and safety standards.
- Good knowledge of MS Office.
- Familiarity with construction/project management software.
- Outstanding communication and negotiation skills.
- Excellent organizational and time-management skills.
- A team player with leadership abilities.
- In-depth understanding of construction procedures, material and project management principles
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

- Strong software skills to include MS Office.
- A minimum of five years of related experience and/or training; certifications or equivalent combination of experience, certification and or education.
- Project Management Software: 5 years (Preferred)

### **Communication and Comprehension Skills:**

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Additional Conditions of Employment:**

Must be able to work with diverse population and with cultural sensitivity. Must be willing to sign the Tribe's *Non-Disclosure and Confidentiality Agreement*.

**Mission Statement:**

“The Mashpee Wampanoag Housing Department provides safe affordable housing to all Native Americans residing in the Tribe’s service area. We provide assistance and opportunities specific to the needs of Native Americans living within the Wampanoag community by offering the choice to remain in existing housing or return to quality housing provided on Ancestral lands, a place appointed to us by the Creator, and encourage the self-determination and economic independence for all Native American Indians.”

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**

**Apply to:**

**Marita Scott, Interim HR Director  
Mashpee Wampanoag Tribe  
483 Great Neck Road South  
Mashpee, MA 02649  
or  
marita.scott@mwtribe-nsn.gov**