Regenerative Community Development Administrator

Position Overview
The Regenerative Community Development Administrator will support the seamless daily functioning of the RCD Initiative and its ongoing projects and activities. They will work under the direction of the Director of Design and Planning and alongside the Project Manager. This is an office-based position with limited time at construction sites. The Administrator will collaborate closely with the TVCDC Finance team.

Reports to
Director of Design and Planning

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include RCD Administrator/ Coordinator.

Compensation & Benefits
Compensation: $37,200.00 - $40,000 annually, based on experience
Position Type: Full-time
Position Location: TVCDC Porcupine Offices with limited regional travel (conditions permitting).
Employment Classification: Salaried/Exempt

Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.
Essential Duties & Responsibilities
For the RCD Initiative:
- Develop and maintain systems for initiative data management and recordkeeping.
- Collaborate with the Finance Department to ensure accurate accounting across Initiative financial tracking systems.
- Manage pay requests, cuff accounts, and mileage and per diem reimbursements.
- Manage initiative supply ordering including equipment and program licenses.

For Construction Projects:
- Manage pay requests, loan draws, lien waivers and related project financial data.
- Coordinate with the Finance Department to establish and maintain commercial vendor accounts, credit lines, and utilize cooperative purchasing agreements.
- Maintain strong relationships with vendors, partners, and contractors and their billing departments.

Qualifications, Knowledge, Skills
- Bachelor’s Degree in Business Management or Administration, Accounting/Bookkeeping, or equivalent additional work experience preferred.
- 1+ year full-time administrative or project management experience.
- Proficient in Microsoft Office programs and/or Gsuite, Adobe PDF and digital file management.
- Organized, detail & deadline oriented, with strong commitment to timeliness.
- Proactive and eager to learn and grow in the role.
- Self-motivated, able to work independently with minimal supervision.
- Displays strategic judgment in arranging job activities to achieve objectives.
- Excellent written and verbal communication.
- Adept in working in a collaborative environment with the skill to build and maintain relationships to further projects.
- Passionate about TVCDC mission.

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance with the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualifications that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The RCD Coordinator may be required to use the computer for extensive periods of time. Extended working hours and travel will be necessary.

Mission Driven
Ideal candidate has a strong belief in the TVCDC mission and wants to be a part of a growing and evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.