



THE HOOPA VALLEY TRIBE IS NOW HIRING!!!!

Project Manager

Project Manager: Hoopa Tribal Administration Department. Regular, Full-time position. Salary: \$65,000/Annually, DOE. The Project Manager plays a key leadership role in overseeing and executing capital projects, facility renovations, and strategic initiatives for the Hoopa Valley Tribe. This position ensures that all assigned projects are delivered on time, within scope, and aligned with approved budgets. The Project Manager works collaboratively with contractors, vendors, consultants, and tribal departments to maintain project efficiency, compliance, and stakeholder communication. This role also ensures adherence to tribal policies, procurement standards, and applicable federal regulations.

MINIMUM QUALIFICATIONS

- Associate degree in Business Administration, Business Management, or a related field required. 3-5 years of experience as a Project Manager or related position.
- Strong understanding of project management methodologies.
- Exceptional written and verbal communication, negotiation, and interpersonal skills.
- Ability to build relationships and collaborate with diverse stakeholders.
- Knowledge of tribal governance, federal regulations, TERO ordinance and governmental processes.
- Strong leadership, analytical thinking, and problem-solving abilities.
- Demonstrated leadership, organizational, and time-management skills.
- Proficiency in Microsoft Office Suite, project management software, and digital filing systems.
- Excellent written and verbal communication skills.
- Valid driver's license and ability to travel as needed
- High attention to detail, with strong organizational and time-management skills

DEADLINE TO APPLY: February 5th, 2026

HVT Application Requirements: To be considered for a HVT position, applicants must submit the following verification: 1) A complete HVT Employment Application (a resume is optional, but alone does not meet this requirement). 2) Official or unofficial transcripts from an accredited college or university verifying required education, if applicable. 3) Tribal verification must be attached if requesting Indian Preference. Incomplete applications will not be considered. For more information, job descriptions, or applications, please contact HVT Human Resource

Department at (530) 625-9200 or by email at dori_marshall@hoopainsurance.com or hr@hoopainsurance.com. The Hoopa Valley Tribe Drug & Alcohol Policy and TERO Ordinance apply to all employment hires.