



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

[www.sokaogonchippewa.com](http://www.sokaogonchippewa.com)



**Position:** Community Technical Assistant/Project Manager

**Hours:** Part-time 20 hours per week

**Pay:** \$24.00 per hour

## **Position Summary:**

*The Community Technical Assistant/Project Manager will be responsible for the overall management of the project, ensuring that activities are completed and timelines are met. (1 year position)*

## **Duties/Responsibilities:**

- Procure supplies (iPads, laptops, cameras, microphones, etc.) to support the project activities implementation
- Procure iPads and additional technical equipment for clinic and patients
- Provide technical support to households setting up modems, router, and other devices.
- Track all purchases and provide documentation
- Submit reports as mandated by the project in a timely manner
- Visit each household to ensure broadband connectivity – following Covid-19 protocols.
- Ensure broadband use and adoption by all SCC households
- Assist youth with connecting to summer school and the new school year
- Distribute remote resources (videos, phone calls) that provide instruction on broadband access and adoption
- Set up virtual classroom in the Youth Center – procuring equipment for summer and next school year
- Procure clinic equipment for telehealth (cameras, check-in kiosk)
- Perform related duties as directed.

## **Qualifications:**

- Candidates are required to have High School Diploma or GED. Associate's Degree in IT preferred.
- Pass a background check
- Exceptional organizational skills/Strong attention to detail.
- Excellent interpersonal skills.
- Proficient in computer programs : WORD, Excel, Outlook

**Native American Preference is granted in accordance with P.L. 93-638**

Submit completed applications/resumes to:

Sokaogon Chippewa Community

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

715-478-7663

Posting Date: January 25, 2022

Closing Date: February 3, 2022

Email: [donna.vodar@scc-nsn.gov](mailto:donna.vodar@scc-nsn.gov)