



# Virginia Tribal Education Consortium, Inc

## Vacancy Announcement

**About VTEC:** Virginia Tribal Education Consortium (VTEC) is a nonprofit organization representing all seven federally recognized tribal nations in Virginia. Our mission is to advance sovereignty through education and strengthen academic and career pathways.

### Open Position: Quality Information Project Coordinator

- **Location:** Hybrid work arrangement with the VTEC office in Ashland, VA
- **Schedule:** 20-30 hrs/week
- **Pay:** \$37.50/hr
- **Employment Type:** At-will, temporary, project-funded position with an anticipated duration of 18 months

### Position Summary

VTEC is seeking a detail-oriented **Project Coordinator** to support a statewide initiative aimed at improving postsecondary outcomes for Indigenous students. This is a **temporary, project-funded position with an anticipated duration of 18 months**, depending on organizational needs and funding. Responsibilities include project logistics, data preparation, event planning, and communication with tribal nations, schools, state agencies, and community partners. The role includes periodic travel to the Suffolk, Madison Heights, and Richmond areas in Virginia.

### Position Responsibilities

- Coordinate timelines, meetings, records, and project documentation

- Support development of a secure data infrastructure and dashboard with technical partners
- Assist with tribal needs assessments and preparation of data reports
- Organize workshops and family engagement events
- Support cross-agency teams
- Communicate regularly with tribal nations and partner organizations
- Prepare periodic progress updates for the project's funding source

## Position Requirements

### Minimum:

- **Associate degree** in education, social sciences, Indigenous studies, public administration, business, data/IT, communications, or a related field  
**OR**
- **Consideration of qualifying combinations of experience, education, and/or training** that may satisfy the minimum requirements is at the discretion of the hiring manager.

### Preferred:

- **Bachelor's degree** in education, Indigenous/Native American studies, public policy/administration, human services, nonprofit management, data science, information science, or a related field

### Additional valued (not required):

- Training in project management, FERPA/data privacy, college access advising, research, or tribal governance frameworks

## Other Position Qualifications

- Strong communication, organizational, and time-management skills
- Cultural humility and commitment to serving Indigenous communities
- Ability to travel in-state for events
- Proficiency with standard software tools (Microsoft Office, Google Workspace, etc.)

## Compensation & Work Environment

- Compensation will be \$37.50/hour (20-30 hrs/week)
  - No benefits will be provided for this position
- Travel expenses covered for required events
  - Must reside in Virginia to keep travel expenses manageable
- Laptop provided
- Employment with VTEC is at-will, and nothing in this posting guarantees employment for a specific duration

## **Application Process:**

- Applicants must submit a cover letter and resumé via email to [Reggie.Stewart@vtecinc.org](mailto:Reggie.Stewart@vtecinc.org).
- Applications will be accepted until January 15, 2026.
- Incomplete and late applications will not be considered.
- The Virginia Tribal Education Consortium observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Citizens of a VTEC member tribe
  - Citizens of other federally recognized Indian Tribes
  - General applicants