



BRISTOL BAY

HOUSING AUTHORITY

Job Description: Tribal Services Manager

Position Classification

Exempt, Full-Time Regular

Position Location

Bristol Bay Housing Authority (BBHA) Offices Dillingham, or remote

Organizational Relationship

Reports directly to the Strategic Development Director

Position Overview

The Tribal Services Manager plays a vital role in addressing the housing needs of the Tribes by developing and implementing strategies and programs that enhance housing accessibility and compliance. This position is responsible for ensuring that all tribal housing initiatives align with relevant laws, regulations, and community goals. The Manager will collaborate with tribal councils, community stakeholders, and external partners to promote sustainable housing solutions that meet the unique needs of the Tribal community.

Key Responsibilities

- **Housing Development Strategy:** With the Strategic Development Director, develop and implement comprehensive housing strategies that address the specific needs of the Tribe, ensuring alignment with the community's vision and resources.
- **Regulatory Compliance:**
 - Ensure that all tribal housing projects comply with applicable federal, state, and local laws, regulations, and board resolutions related to housing and development.
 - Ensure site control is completed and recorded.
 - Work with the Environmental Review team to ensure an Environmental Records Review is completed and recorded.
- **Stakeholder Engagement:**
 - Actively engage with Tribal Council and community members to understand housing needs and priorities.



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- Promote local housing issues and advocate for resources and policies that support the community's housing goals.
- Collaborate with BBHA Tribes to evaluate and determine housing needs through a housing survey.
- Work with Tribes to ensure Tribal Members are aware of and understand BBHA programs.
- Participate in negotiating land development initiatives and coordinate with government and community stakeholders.
- **Project Management:**
 - Ensure planned projects are feasible, on target, and continue to move forward.
- **IHP Implementation:**
 - Assist in organizing and implementing the Indian Housing Plan (IHP) with each Tribal Council, ensuring alignment with community objectives.
 - Lead the promotion of the IHP and effectively communicate its importance to the communities BBHA serves.
- **Training and Capacity Building:**
 - Coordinate training initiatives to enhance understanding of Indian Housing programs and best practices within the Tribal community.
 - Promote Association of Alaska Housing Authorities training opportunities to Tribal partners.
 - Assist in the development of skills and knowledge among community members regarding housing regulations and programs.
- **Monitoring and Reporting:**
 - Monitor villages for compliance with Indian Housing regulations and adherence to established housing standards.
 - Maintain up-to-date documentation of all Tribal certifications, and resolutions.
- **Travel:** Travel as approved to support tribal entities in the implementation of housing initiatives and represent the Tribe at relevant meetings and events.

Qualifications



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- **Education:** Bachelor's degree in Alaska Native Studies, Rural Development, Tribal Governance, Business, related field, or like experience.
- **Experience:** Proven experience in housing development, community development, or related fields, with a focus on working with Tribal communities.

Skills, Knowledge, and Abilities

- Experience with the Indian Housing program and familiarity with housing regulations is highly desirable.
- Strong leadership and organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to engage effectively with diverse stakeholders and community members.
- Proficient in regulatory compliance and change management.
- **Personal Attributes:**
 - Deep commitment to understanding and addressing the unique housing needs of the Tribal community.
 - Strong problem-solving abilities and the capacity to work collaboratively with various entities.

Physical Requirements

- Ability to physically walk, climb, and physically travel to remote communities.
- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate computer.
- Regularly required to go to other work areas and lift up to ten pounds.

Working Conditions

- This position may require frequent travel to various tribal communities and engagement with community stakeholders.
 - Must be able and willing to travel in small, unpressurized aircraft to travel to area Bristol Bay villages to conduct business with Tribal Councils.



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- This position may require in-state and out-of-state travel.
- The role involves both office-based responsibilities and fieldwork in the community.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Tribal Services Manager role.

This job description outlines the essential functions and expectations for the Tribal Services Manager position, focusing on ensuring the Tribe's housing needs are effectively addressed through strategic planning and community engagement.

Indian Preference in Hiring under PL 93-639