



Project Coordinator – Operational Budget Building

Reports to: Executive Vice President

Classification: Non-Exempt

Job Type: Temporary

Pay Range: \$15 - \$20 per hour, DOE

Mission

MaŃpiya Luta embraces LakŃota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, LakŃota language, art, and culture. ML | RC includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, ML | RC aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Job Overview:

We are seeking a detail-oriented and organized Project Coordinator to assist with the budget-building process for our upcoming fiscal year. This is a temporary position that requires a proactive individual with a solid understanding of budgeting, a strong command of Excel and Google Sheets, and excellent communication skills. The Project Manager will work closely with internal teams to ensure accurate budget data is compiled, tracked, and reported throughout the process.

Key Responsibilities:

- **Budget Coordination:** Assist in gathering financial data from various departments and help coordinate the preparation of departmental budgets.
- **Data Management:** Use Excel and Google Sheets to maintain and organize budget data, ensuring accuracy and completeness.
- **Reporting:** Prepare and deliver regular budget updates to stakeholders, highlighting variances and trends.
- **Collaboration:** Work with finance teams and department heads to understand budget needs and gather necessary financial information.
- **Documentation:** Ensure all budget documentation is filed correctly and accessible for future reference.
- **Timeline Management:** Track progress against deadlines and ensure that the budget process stays on schedule.

- Problem Solving: Identify issues or discrepancies in budget data and work with teams to resolve them.

Requirements:

- Experience: 2+ years in project management, budgeting, or a related field.
- Technical Skills: Advanced proficiency with Excel (pivot tables, formulas, data analysis) and Google Sheets.
- Attention to Detail: Ability to work with large sets of data and ensure accuracy in budget reports.
- Communication Skills: Strong written and verbal communication skills to effectively collaborate with internal teams.
- Organization: Excellent time management and multitasking skills to manage competing priorities and meet deadlines.
- Problem-Solving: Strong analytical skills and the ability to troubleshoot issues related to budget data.

Preferred Qualifications:

- Prior experience with budgeting software or financial planning tools is a plus.
- Experience working in a temporary or project-based role.
- Ability to adapt quickly to new tools and software.

Physical Qualifications:

- Must be able to sit and stand for a prolonged period of time.
- Must be able to lift 25lbs.

To Apply: send completed application and resume to
Brenda Bad Heart Bull, Vice President for HR
Mahpiya Luta | Red Cloud
100 Mission Drive
Pine Ridge, SD 57770
brendabhb@mahpiyaluta.org