



285 Technology Center Way, Suite 201-B • Wenatchee, WA 98801
+1.844.558.2472 • www.NativeNetwork.com

POSITION TITLE: Telecom – Sr. Project Manager

DEPARTMENT: Operations

LOCATION: Based in Wenatchee, WA (hybrid potential)

COMPENSATION: \$100,000–\$120,000 DOE

BENEFITS: Paid Leave, Medical, Vision, Dental, Short-Term/Long-Term Disability, Life Insurance, 401(k)

SCHEDULE: Full Time

TRAVEL: Periodically

POSITION SUMMARY

The Sr. Project Manager is accountable for delivering telecom projects on time, within budget, and according to defined scope. This position extends beyond traditional task tracking — it requires direct ownership of key action items, effective facilitation of internal and customer facing meetings, and active support for the engineering team, and the Director of Tribal Programs.

In addition, the Sr. Project Manager serves as the primary relationship manager for Tribal accounts, fostering trust and ensuring that projects address both technical requirements and community priorities. Success in this role demands a collaborative approach: the Sr. Project Manager is expected to contribute meaningfully to project execution, working alongside the team rather than solely delegating or reporting.

KEY RESPONSIBILITIES

Project Execution & Administration

- Work with the project team to extract key project activities, milestones, and timelines.
- Drive activities to define project scope, budget, timelines, and dependencies.
- Track project deliverables using Smartsheet and ensure accountability.
- Run projects through their full lifecycle, proactively identifying and mitigating risks and challenges.
- Develop and execute efficient internal communication strategies to keep all levels of management informed.
- Manage project budgets in coordination with finance and operations.
- Implement and manage project change requests, including sign-off and adjustments to scope, timelines, and budget.
- Conduct project evaluations and lessons learned within 3 weeks of closure, building best practices for future delivery.

Tribal Account & Customer Management

- Serve as the primary point of contact for Tribal accounts, managing expectations and strengthening relationships throughout the project lifecycle.
- Immerse yourself in customer priorities, becoming the subject matter expert on assigned projects.
- Facilitate regular customer update meetings and provide proactive communication on progress, risks, and changes.
- Consistently monitor and report on project progress to stakeholders at prescribed intervals.
- Employ emotional intelligence and cultural awareness to meet project requirements while enhancing stakeholder relationships.

Meeting Facilitation & Collaboration

- Prepare and distribute agendas prior to meetings, ensuring alignment on objectives.
- Facilitate meetings to ensure productive discussions, clear decision-making, and engagement from all participants.
- Document and circulate meeting minutes promptly, capturing decisions, action items, and follow-ups.
- Collaborate closely with engineers, technicians, and program leadership to remove roadblocks and contribute directly to deliverables.

Project Updates & Reporting

- Develop and deliver progress reports, proposals, requirements documentation, and presentations for stakeholders and end users.
- Maintain accurate status updates in organizational systems for accountability and transparency.
- Present reports on project progress, challenges, risks, and solutions clearly to leadership and Tribal partners.

DESIRED QUALIFICATIONS

- **Experience:** 5+ years of telecommunications project management experience, with a proven ability to manage complex projects while contributing directly to deliverables.
- **Education/Certification:** Bachelor's degree in a relevant field or equivalent experience; PMP Certification preferred.
- **Relationship Management:** Demonstrated success in building and maintaining strong customer relationships, ideally with Tribal governments, community-based organizations, or public sector partners.
- **Collaboration:** Ability to work as a true team player — supporting engineering teams, program leadership, and cross-functional stakeholders by contributing hands-on to project execution.
- **Facilitation Skills:** Skilled in meeting preparation, facilitation, and follow-through, ensuring clear decision-making and accountability.
- **Communication:** Excellent written, verbal, and presentation skills, with the ability to tailor communication to diverse audiences including Tribal partners, technical teams, and senior leadership.
- **Technical Proficiency:** Strong command of MS Project, Smartsheet, Excel, Visio, PowerPoint, and SharePoint, with experience presenting to stakeholders and leadership.
- **Analytical Skills:** Strong business analysis capabilities to identify risks and roadblocks before they impact project success.
- **Cultural Competency:** High emotional intelligence and cultural awareness, with the ability to foster trust and respect in diverse communities.
- **Adaptability:** Ability to balance multiple projects simultaneously, adjust to changing priorities, and drive results in dynamic environments.

WHAT SUCCESS LOOKS LIKE

- **Trusted Partner:** Tribal accounts view you as a reliable, proactive relationship manager who understands their priorities and communicates with transparency.
- **Hands-On Contributor:** You don't just track tasks — you take ownership of key action items, working alongside engineering teams and supporting the Director of Tribal Programs to move projects forward.
- **Effective Facilitator:** Meetings you lead are well-organized, productive, and result in clear decisions and actionable follow-ups.
- **Strong Communicator:** Stakeholders receive timely, accurate updates on progress, risks, and solutions, and you tailor your communication effectively for technical teams, Tribal partners, and leadership.
- **Collaborative Team Player:** You are seen as part of the project team “in the weeds,” removing roadblocks, contributing to deliverables, and ensuring the team succeeds together.
- **Results-Driven Leader:** Projects are consistently delivered on time, within budget, and aligned with both technical requirements and community impact goals.

REQUIRED APPLICATION DOCUMENTS

Qualified applicants should send the following to jobs@nativenetwork.com:

- Resume
- Cover Letter
- Three professional references

Please include “Sr. Project Manager Application – [Your Name]” in the subject line.

BACKGROUND CHECK

Employment is contingent upon a successful background check.

JOIN NATIVE NETWORK — MAKE A MEANINGFUL IMPACT

At Native Network, we believe that access to communications technology is a foundation for economic empowerment. When you join our team, you become part of a mission to help Native American Tribes reduce costs, generate revenue, create jobs, and diversify their economies. Your work will directly support communities in building a stronger, more connected future.

WHO WE ARE

Native Network, Inc. provides professional services and carrier-class wholesale telecommunications networks that equip Tribal nations with the tools to thrive in the 21st-century digital economy. We specialize in building infrastructure that supports long-term growth and digital inclusion across Tribal lands.

We also proudly serve the local North Central Washington market, delivering reliable internet and phone services to businesses and residences.

WHY WORK WITH US

Working at Native Network means being part of a purpose-driven organization that values innovation, integrity, and community impact. We offer opportunities to grow your career while contributing to meaningful change. Whether you're in the field, behind the scenes, or leading a team, your role helps bridge the digital divide and strengthen local economies.

OUR CORE VALUES

We live by principles that guide our work and culture:

- Customer focused & quality driven
- Sense of urgency
- Deliver on promises
- Honesty & respect
- Teamwork
- Passion for excellence
- Commitment to doing what it takes

EEO/AA STATEMENT

Native Network, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law. This policy applies to all aspects of employment, including hiring, transfer, promotion, compensation, benefits, and termination.

FIRST REVIEW DATE: *Screening of applications will begin on December 4, 2025, and continue until the position is filled.*