

**\*\*VACANCY ANNOUNCEMENT\*\***

**ISSUE DATE:** May 2, 2018

**CLOSING DATE:** Until Filled

Position: Cheyenne Project Manager  
Program: Cheyenne and Arapaho Language and Culture Program  
Department: Administration  
Supervisor: Cheyenne Coordinator  
Location: Tribal Headquarters-Concho, OK  
Classification: Non-Exempt

The Cheyenne Project Manager shall fall under the direct supervision of the Language and Culture Cheyenne Coordinator and shall assist in the delivery of program activities that promote language and culture of the Cheyenne and Arapaho Tribes. Incumbent will also serve as the Property Custodian for designated community centers.

**DUTIES AND RESPONSIBILITIES:**

- Assist and the Development of goals and objectives for the program
- Assist in the development, implementation, and application of program guidelines
- Make good financial management decisions that are justifiable and good for the Tribes.
- Develop and maintain proper documentation of activities.
- Supervises activities for effective delivery of services.
- Develop strategies to provide maximum effectiveness and participation.
- Maintain documentation for proper reporting of events.
- Assist with media events
- Perform other duties as necessary.
- Must be able to work a flexible schedule including nights and weekends as needed.
- Maintain professionalism at all times

## QUALIFICATIONS:

- Associates Degree from an accredited college
- 5 years of experience in Cheyenne traditional activities
- 5 years of verifiable project management experience
- Traditional and supervisory experience may substitute for educational requirements.
- Thoroughly familiar with the culture, history and traditions of the Cheyenne.
- Must know and be familiar with the Cheyenne and Arapaho former reservation and service area.
- Must be able to demonstrate professional conduct
- Must have a valid Oklahoma driver's license
- Must be insurable for government fleet insurance
- Cheyenne preference.
- Must be available to work some nights and weekends as required by planned activities
- Must have good writing and communicative skills

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@c-a-tribes.org](mailto:atisdale@c-a-tribes.org)

*Office (405) 422-7498*

*Fax (405) 422-8222*

*Toll Free 1 (800) 247-4612 ext. 27498*



To view all our current vacancy announcements, please visit our website at: [www.c-a-tribes.org](http://www.c-a-tribes.org)