

****VACANCY ANNOUNCEMENT****

ISSUE DATE: May 2, 2018

CLOSING DATE: Until Filled

Position: Cultural Specialist-Arapaho
Program: Cheyenne and Arapaho Language and Culture Program
Department: Education
Supervisor: Arapaho Coordinator
Location: Tribal Headquarters-Concho, OK
Classification: Non-Exempt

The Cultural Specialist-Arapaho will work under the direct supervision of the Arapaho Coordinator and will assist in securing speakers and presenters in the promotion and preservation of Arapaho culture and language. The Specialist will act as a liaison between event hosts and the Cheyenne and Arapaho Language and Culture Program.

DUTIES AND RESPONSIBILITIES:

- Develop working relationships with traditional and cultural entities of the Arapaho Tribe
- Present findings in written form to appropriate management of the program
- Assist in scheduling of events of special interests of the program
- Coordinate details in program event locations, speaker fees, clean up, etc.

QUALIFICATIONS:

- Valid Oklahoma Drivers License
- Must be insurable for government fleet insurance
- High School Graduate or equivalent
- 5 years of experience in Arapaho 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 Arapaho.
- Must know and be familiar with the Cheyenne and Arapaho former reservation and service area.

- Must be able to demonstrate professional conduct
- Must be available to work some nights and weekends as required by planned activities
- Must have good writing and communicative skills
- Must have good organizational skills with attention to detail

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

Office (405) 422-7498

Fax (405) 422-8222

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



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