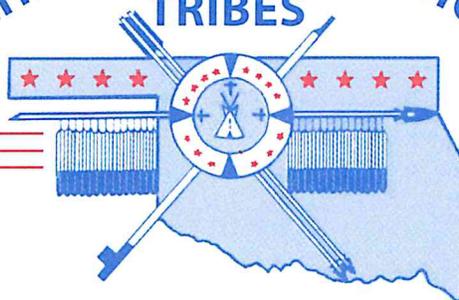


PERSONNEL

CHEYENNE & ARAPAHO TRIBES



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

VACANCY ANNOUNCEMENT

Program: Land Management Office-Land Buy Back Program

Position: Outreach Specialist

Reporting to: Land Management Program Manager

Classification: Non-Exempt

Issued: December 1, 2016

Closing: Until Filled

Overview: The Outreach Specialist, under the direct supervision of the Land Management Officer and/or Land Management Program Manager, will be responsible for assisting the Land Management Office and Program Manager in managing the activities of the Land Management Office and developing Land Owner Education Outreach for the Land management Office and the Land Buy Back Program to interested sellers and all other land owners. This is a one-year position established through the Land Buy Back Program.

Work Schedule

- Monday through Friday, 8am-5pm, 40 hours a week, mandatory rotating lunch duty
- May require attendance to various events as assigned/required to include evenings and weekends
- Request to be scheduled off a specific day requires advanced notification and approval by Program Manager per Personnel policy. Attendance is priority.

Essential Duties and Responsibilities

- Maintains an up to date file management system for all office functions to include: inventory of interested sellers and all other land owners within the Cheyenne & Arapaho Tribal jurisdiction, will maintain all incoming and existing LMO documents, and any other LMO files per LMO Policy and Procedure and in accordance with Federal Regulations
- Organize outreach meetings, conferences and events to include training for the LMO office staff
- Maintains and creates spreadsheet of all incoming requests and correspondence
- Create documents and spreadsheets pertinent to LMO and LBBP functions
- Will attend all Outreach events and assist in moderating outreach events
- Greet and assist all visitors in a courteous manner

- Answer phones, record messages accurately
- Efficiency, timeliness, and regular attendance is the highest priority.
- Perform other duties as assigned
- Public Speaking
- Will cross train as necessary
- Regular attendance to all Outreach events is mandatory

Physical Job Requirements

- Sit and/or stand continuously and perform job functions for a full shift with rotating lunch breaks.
- Requires bending, twisting, reaching, climbing stooping, crouching, kneeling lifting, and pulling.
- Move objects up to and exceeding 25lbs. with reasonable accommodations.
- Office environment with some travel required

Education and Experience

- Associate's degree and/or business office work experience equivalent of two years in related field such as Public Relations or Event Coordinating with knowledge of Land Management and Natural Resources
- Working knowledge of computer software programs such as Microsoft Office Tools experience; knowledge of computer systems and/or communication systems to include ArcGIS, ESRI and any other Land Management software, Adobe Photoshop
- Native American preference. Must be able to pass background check as necessary.

SALARY: Negotiable, depending on qualifications and experience.

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



To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org