



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-20	Opens: OUF	Duty Location: Anadarko, OK
Position Title: Textile Screen Printing Trainee	Closes:	
Salary Rate: \$9.00 to \$13.00 per hour	Position: Regular Full-time	Category: Non-Exempt

## JOB SUMMARY:

The Textile Screen Printing Tech is responsible for the on-time delivery of variety of screen printing for the Indian City Printing (ICSP). To prepare screens for printing, preparing ink for the use of printing, and operating printing presses to produce printed materials. Screen printers will receive on-the-job training to learn the specific techniques and processes for the printing business.

**Goal:** To be creating innovative and artistic designs while producing printed materials for customers.

**Reports To:** ICSP Manager

## HOW TO QUALIFY FOR THE JOB:

**Education:** High School Diploma or GED equivalent.

### Experience:

- Screen printers must have written and verbal communication skills to communicate with customers and suppliers.
- Screen printers need to have excellent attention to detail to ensure they are creating quality work.
- Pay attention to detail when preparing their screens for printing.
- Prepares screens for printing by applying emulsion to mesh and exposing it to light.
- Preparing the ink for use in printing.
- Mixing inks to create specific colors for different projects.
- Following safety procedures and wearing protective gear such as masks, gloves, and safety goggles when working with hazardous materials such as inks and chemicals.
- Preparing screens for printing by sealing openings in the stencil with tape.
- Operating printing presses to produce printed materials such as T-shirts and other garments.
- Use mechanical aptitude to troubleshoot any issues they may have with their equipment.
- Adheres to and follow all KT Tribal policies and procedures.
- Other duties may be assigned accordingly.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

## WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

**Phone:** 580-654-6464

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*