



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0042	Opens: 05/22/24 Closes: OUF
Position Title: Language/Culture Research Technician	
Salary Rate: \$14.00 - \$16.00 per hour	Duty Location: Anadarko, OK

JOB SUMMARY

Has experience with cultural studies and linguistic research to contribute to our ongoing projects. Conduct fieldwork to gather data and insights crucial to our research objectives. Works from the Anadarko Site, will maintain communication across Kiowa communities, engaging with elders across the state, customs, and traditions to uncover valuable information. He or she will be responsible for creating DVD's, CD's, and YouTube videos featuring the Kiowa language. Assists department in conducting outreaches, serves as a resource to the public, and creates an archiving system. Additionally, you will be responsible for preserving cultural heritage and promoting sensitivity in interpretive materials.

Reports To: Language Program Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Must possess a high School diploma or its equivalent. Associate's degree or higher in Business, Public Administration, or related field preferred.

- Develop and maintain Kiowa language focused website.
- Develop and maintain a Kiowa language application (app).
- Participate in staff meetings and community partner meetings as needed.
- Work in partnership with program staff to develop media-based programming.
- Must be able to comprehend and follow instructions.
- Work in partnership with the Language Resource Specialist to create a digital repository to improve access of language materials.
- Shall be willing to participate in team planning, program development, and required reporting.
- Other Duties may be assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a Valid Oklahoma Driver's License and reliable transportation.
- Must be able to be bonded.
- Must submit to and pass a pre-employment background check and pre-employment drug test.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

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. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.