



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

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| Job Opportunity: KTJA-24-006 | Opens: 09/12/2023 |
| Position Title: Kiowa Language Director | Closes: 09/28/2023 |
| Salary Rate: \$37,440.00 to \$45,760.00/Non-Exempt | Duty Location: Anadarko, OK |

JOB SUMMARY

The Kiowa Language Director is responsible for integrating and advancing the Kiowa Language, culture, history to its Kiowa Tribal members. The Kiowa Language Director will also be responsible for the management and day-to-day operations of the Kiowa Language Program and pursue grant funding, seek additional sources of funding to enhance Kiowa Language Program Services.

Goal: The Kiowa Language Director leads implementations of the Kiowa Tribe's goal to be an acknowledged leader in the Kiowa Language preservation and revitalization.

Reports To: Executive Director of the Kiowa Education Agency.

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelors' degree in Native American Studies, Linguistics, Curriculum, or related field with at least five years of administrative, preferred fluent Native Language speaker, and/or academic experience.

- Develop, implement, and maintain a comprehensive language program within the Kiowa Tribal jurisdiction as set forth by funding agencies,
- Plans, organize, and work collaboratively with the Kiowa Tribal Community and external stakeholders including tribal representatives in the development and strengthening of the Kiowa Language Program.
- Provide opportunities for the program training of all Kiowa Language staff; to enhance staff knowledge of the Kiowa Language Program.
- Assist in the preparation, gathering and maintenance of all statistical information for required programmatic reports related to all program to be submitted to the funding agencies.
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) 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, 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.
- Submit to and pass a pre-employment background check and pre-employment drug test.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

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.