



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-25-012	Opens: 09/18/24
Position Title: Youth Leadership Development Coordinator	Closes: OUF
Salary Rate: \$20 - \$24 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

Coordinate, administer, and support year-round programming for Kiowa children and adolescents within the Kiowa Education Agency with the over-arching goal of leadership development.

Reports To: Executive Director, K.E.A

- Facilitate year-round supplemental educational, recreational, and cultural programs
Create options for non-instructional hours (e.g. after-school, school breaks, and holidays)
- Provide safe supervision, model healthy behaviors, and provide guidance to youth participants
- Build strong rapport among youth, parents, school officials, tribal community, and stakeholders
- Administrative duties, data management, evaluation, and implementation of Tribal operations
- Email, phone, and virtual communication with education stakeholders

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High school diploma or equivalent and one-year minimum experience in youth leadership development

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?

- Excellent verbal and written communication skills
- Event planning
- Ability to manage funds and resources
- Technology skills; ability to manage social media and public relations professionally and appropriately
- Must possess a valid Oklahoma State Driver's license and have a clean driving record
- Must be an insurable driver under the Kiowa Tribal Driving Policy
- Must submit to and pass a background check and drug test
- Subject to random drug testing

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.