



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Career Development Specialist	Department: Higher Education
Opening date: 12/10/24	Closing date: 12/26/24
# of vacancies: 1	Location: Anadarko, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Executive Director
Classification: Non-Exempt	Salary Range: \$18.00 per hour (\$37,440 annual minimal)
Division: Education Agency	

JOB SUMMARY: Career Development Specialist (also will be referred to as Empowerment-Coach) is responsible for all matters related to the implementation of providing support, needs analysis, evaluation, resources, guidance and coaching to program participants to develop an individualized plan for their career and personal goals, which also entails administrative duties such as data collection and management, reporting, written and verbal correspondence, budgeting, collaborating, expanding potential activities and services, community relations, and other duties assigned.

RESPONSIBILITIES:

- Provides coaching, information, and assistance to participants for vocational education, career development and related services.
- Administrative duties (e.g. maintain organized records and files, communication logs, expenditures)
- Promote programs, recruitment; report successes and progress; community relations; communication.
- Aptitude for assessing, monitoring, and assisting clients, and helping them address barriers and challenges.
- Build partnerships with appropriate entities; tribal and non-tribal programs, organizations, and schools.
- Adhere to federal, state, and tribal guidelines, policies, and expectations.
- Performs all other assigned duties.

QUALIFICATIONS:

- Bachelor's degree in education related field preferred, or *Currently pursuing vocational education, certification, or degree in relevant field.*
- Technology capability of (technical skills to manage online applications, financial payment systems, etc.
- Demonstrate qualities of: Integrity; Organization; Proactiveness/Initiative; Collaboration; Responsibility.
- 1-2 years of work experience in education or counseling-related office, school, or organization position.

REQUIREMENTS:

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character.
- Must be willing to submit to and pass drug testing.
- Required to work occasional evening or weekend hours for special community outreach or events.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.