



# KIOWA TRIBE JOB OPPORTUNITY

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

<b>Position Title:</b> Director of Language Programs	<b>Department:</b> Language
<b>Opening date:</b> 01/31/25	<b>Closing date:</b> 02/14/25
<b># of vacancies:</b> 1	<b>Location:</b> Anadarko, OK

## POSITION DETAILS:

<b>Status:</b>	Full-time	<b>Reports to:</b>	Executive Director
<b>Classification:</b>	Non-Exempt	<b>Salary Range:</b>	\$22.00 per hour - \$26.00 per hour
<b>Division:</b>	Kiowa Education Agency		

## JOB SUMMARY:

Responsible for advancing the Kiowa Language and culture among Kiowa citizens, with consistency to expand and improve language initiatives, grant oversight and daily departmental operations within the larger tribal organization and among the broader tribal community. The highly qualified candidate will manage administrative demands, employ language and cultural knowledge, apply learning theory and language acquisition and solve common challenges within endangered language groups, and tribal communities.

## RESPONSIBILITIES:

- Develop strategic language planning and compressive language program.
- Administrative duties, grant application and management; fiscal and H.R. processes.
- Collaborate with tribal departments, programs, and entities to maximize language promotion.
- Supervisory duties including performance evaluation, staff time, scheduling, staffing events, and payroll.
- Data collection, analysis and reporting to guide language needs and priorities.
- Grant application, management, reporting and adherence to funding agency and priorities.
- Implement language learning opportunities.
- All other duties as assigned.

**QUALIFICATIONS:** Must possess a High School diploma or GED equivalent. Knowledge of Kiowa Language and Culture. Bachelor's Degree in Native American Studies, Linguistics, Curriculum Development or related field. Computer and technology skills for administrative tasks and language recording and documentation. Strong written and verbal communication skills; conflict management; problem-solving; team building.

**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.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](https://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.



# Kiowa Tribe

## Job Description

<b>Position Title:</b>	<b>Director of Language Programs</b>	<b>Department:</b>	Language
<b>Status:</b>	Full-time	<b>Reports to:</b>	E.D.
<b>Classification:</b>	Non-exempt	<b>Salary Range:</b>	\$22.00 - \$26.00 hourly
<b>Division:</b>	Education	<b>Prepared Date:</b>	01/28/2025

### JOB SUMMARY:

Responsible for advancing the Kiowa Language and culture among Kiowa citizens, with consistency to expand and improve language initiatives, grant oversight and daily departmental operations within the larger tribal organization and among the broader tribal community. The highly qualified candidate will manage administrative demands, employ language and cultural knowledge, apply learning theory and language acquisition, and solve common challenges within endangered language groups, and tribal communities.

### RESPONSIBILITIES:

- Develop strategic language planning and comprehensive and consistent language program
- Administrative duties, grant application and management; fiscal and H.R. processes
- Collaborate with tribal departments, programs, and entities to maximize language promotion
- Supervisory duties including performance evaluation, staff time, scheduling, staffing events, and payroll
- Data collection, analysis, and reporting to guide language needs and priorities
- Grant application, management, reporting and adherence to funding agency requirements
- Implement language learning opportunities

### QUALIFICATIONS:

- Knowledge of Kiowa Language and Culture
- Bachelor's Degree in Native American Studies, Linguistics, Curriculum Development or related field
- Computer and technology skills for administrative tasks and language recording and documentation
- Strong written and verbal communication skills ;conflict management ; problem-solving ; team-building
- All other duties as assigned

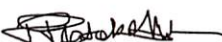
### REQUIREMENTS:

- Must possess a valid Oklahoma driver's license and be eligible for insurance under the Kiowa Tribe's policies
- Must submit to and pass pre-employment and periodic background check and drug testing
- Insert requirements (drivers license, drug testing etc.)

### PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Able to lift fifteen (15) pounds at a time
- Prolong periods of sitting at a desk; working on computer; standing; walking; driving
- Must be able to travel on occasion

### Authorization:

Human Resources Signature:	Date:
Executive Director Signature: 	Date: 01.28.2025