



VACANCY ANNOUNCEMENT

Wichita Language Program Manager

OPENING DATE:	03/31/2023	CLOSING DATE:	Open Until Filled
SUPERVISOR:	Preservation Administrator	SALARY:	TBD
LOCATION:	Wichita Tribal History Center	STATUS:	Regular Full-Time

JOB SUMMARY

The Program Manager is responsible for the daily administration and services provided within the Department. Provides strategic oversight; manages day-to-day activities; establishes organizational structure; and provides leadership in all facets of planning, development, and implementation of project goals and objectives. Provides supervision to department staff. This position may work outside of the normal work week.

DUTIES AND RESPONSIBILITIES

- Oversees the project generally by supporting and directing the project team.
- Ensures timely completion of milestones and meeting deadlines within the LLGP project.
- Coordinates with TLC on any necessary changes to the project outcomes or timelines.
- Manages the LLGP budget.
- Acts as a liaison between the TLC and Wichita and Affiliated Tribes on all aspects of the project.
- Facilitates workshops and adequate workspace.
- Acts as a liaison with TLC on language reports.
- Acts as a liaison between TLC and Wichita and Affiliated Tribes on all language-related aspects of the project.
- Recruits workshop participants.
- Plans and executes language workshops.
- Ensures data is passed efficiently between TLC and Wichita and Affiliated Tribes.
- Ensures all data is backed up and secure.
- Pays workshop participants for their time.
- Performs all other duties as assigned by Program Administrator.

EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Bachelor's Degree in Education, History, or Business Administration, Linguistics, or any closely related field from an accredited College or University with three (3) years 'of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.
- **Minimum:** AA or AS degree in Education, History, Cultural Studies or Business Administration AND a minimum of 5 years' experience in a management capacity with a demonstrated experience serving in a high-level managerial or supervisory capacity and/or combination or education, training, and experience equal to five (5) years can be substituted that must be documented.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.