

VACANCY ANNOUNCEMENT

Coordinator – Tribal Youth



OPENING DATE:	06/11/2024	CLOSING DATE:	06/25/2024
SUPERVISOR:	Juvenile Services Director	SALARY:	TBD
LOCATION:	Offsite	STATUS:	Regular Full-Time

JOB SUMMARY

The Coordinator is responsible for managing office communications and facilitating key tasks and procedures for the CTAS Purpose Area 9, Tribal Youth Program. Provides information and referrals to assist tribal youth and clients. Duties include maintaining a master schedule of all meetings and commitments, placing orders for office supplies when needed, and directing both incoming and outgoing calls, emails, faxes, and letters.

DUTIES AND RESPONSIBILITIES

- Organizes events and activities.
- Organizes people or groups so that they work together efficiently.
- Oversees the successful completion of projects and events.
- Facilitates the occurrence of events.
- Facilitates the collaboration of people or groups.
- Coordinates with a team of staff members on projects or events.
- Performs specialized tasks.
- Establishes relationships with people, groups, clients, vendors, agencies, and businesses for the program, project, or event.
- Performs all other duties as assigned by the Program Director.

EDUCATION AND EXPERIENCE

- Preferred: Possess an Associate’s Degree in Social Work, Family and Children Services, Education, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility.
- Minimum: High School or General Education Diploma AND a minimum of three (3) years’ experience in an increasingly responsible administrative/clerical capacity with a demonstrated experience serving in an entry-level capacity and/or combination of education, training, and experience equal to three (3) 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.