



VACANCY ANNOUNCEMENT

AOA DIRECTOR

Opening: October 10th, 2026

Closing: Until filled

Location: Tribal Complex

Salary: Determined by experience

Summary of Duties

Responsible for the supervision and program coordination of the Elderly Center meal services, activities and cultural outreach.

Responsible for the development and monitoring of annual operating budget for the AOA/Caregiver/MIPPA Programs which includes expenditure tracking and financial reports.

Monitors, updates, evaluates and reports all Title VI activities on a regular basis and makes both performance and financial reports on a semi-annual form.

Qualification and Experience

Preferred: Bachelor's Degree, from an accredited College or University, preferably in Business Administration, Management, Social Work, Gerontology, Public Administration, or any related field. Each two years of supervisory experience may be substituted for one year of completed study.

Must possess communication skills, both oral and writing, and be computer literate.

Must have a minimum of five years actual work experience related to social services and public assistance, and be able to work closely with the elderly and the handicapped.

Must have a good working knowledge of federal program requirements, and grants administration, and budget administration.

Must have extensive knowledge in the culinary arts plus a minimum of an additional three years of on-hand work experience in all phases of food preparation, meal plans, and supervision of individuals involved in food preparation.

Must possess a valid Oklahoma Driver's License.

This position requires a successful background investigation and drug screening.

Must sign a Confidentiality Agreement and abide by confidentiality as required.