

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Cultural Events Coordinator	Posting Date:	February 21, 2019	Closing Date:	Open Until Filled
Department:	Cultural Preservation	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

The Cultural Events Coordinator is under the supervision of the Cultural Preservation Director and must adhere to professional protocol standards. At all times this position represents the Delaware Nation and the Cultural Preservation Department, and must be done with consideration and tact. This individual must possess the ability to coordinate cultural events and be willing to be present for said events regardless of when they are scheduled.

Qualifications

1. Willingness to foster a considerable knowledge of Delaware (Lenape) cultural heritage to acquire songs and dances	4. Work along side other staff & independently to continue the growth and integrity of the Cultural Preservation Programs, as directed.
2. Learn and carry out a variety of duties related to the preservation of Lenape culture & tradition	5. Recruit, organize, and oversee the Delaware Nation Singing/Drum Group
3. Plan events on a month to month basis to be held at the Cultural Preservation office or other location	6. Create & oversee the promotion of Cultural Events to both Delaware Tribal members and the public through various forms of media.

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> Valid Oklahoma Driver License 	<ul style="list-style-type: none"> Pass Drug Testing requirements
<ul style="list-style-type: none"> Moderate computer skills with knowledge of Microsoft Office products 	<ul style="list-style-type: none"> Demonstrated initiative, flexibility, creativity and problem-solving skills
<ul style="list-style-type: none"> Pass Background Check 	<ul style="list-style-type: none"> Positive communication skills with the strictest confidentiality

To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation.com

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.