

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-093 **Issue Date:** 03-08-18 **Closing Date:** 03-14-18

Program Coordinator II
Yakama Language
Division of Cultural Services
Hourly Wage: \$18.58/Regular/Full-Time

Responsible for the coordination of all activities related to the Yakama Nation Language Program. Will manage the administrative duties of the program. The Program Coordinator will work closely with the Manager on the operations of the program. Works closely with Cultural Services Deputy Director and Cultural Committee. Will work reliably and responsibly with little to no supervision. Will ensure all financial matters are given to Bookkeeper for review and processing. When necessary will assist the Bookkeeper as needed to fulfill the obligation accurately and in a timely manner. Will understand the duties of all staff within the Language Program. Will work with the Program Manager on the day-to-day operations and supervision. Must be familiar with Ichishkin Sinwit and have the willingness to continue to learn our language. Must be aware of unwritten laws and our Treaty of 1855. Work with Program Manager on reports, curriculum progress and personnel progress/barriers, etc.

Examples of Work Performed:

- Coordinates with staff the development of a listing of elders who will be participants in providing historical information on the Yakama Language, traditions, and culture.
- Will use modern office procedures, policies, and principles.
- Will utilize skill in use of computer and assorted software.
- When needed, will work with JD Edwards system.
- Practice principles of supervision and management.
- Will use knowledge of Yakama Nation culture and traditions in day-to-day operations.
- Will work independently and productively.
- Will work collaboratively as part of a team.
- Will have ability to work under stress.
- Will communicate effectively both orally and in written form.
- Will acquire training in specified areas as needed.
- Demonstrate project management and time management skills.
- Will demonstrate experience with project planning.
- Will utilize excellent writing, editing, and proofreading skills daily.
- Prepares professional and organized project reports.
- Assist with Elder Coordinator in the language classes, etc.
- Will assist families when needed for funerals, memorials, and namegivings.
- Will conduct yearly, monthly, quarterly and General Council reports throughout the year.
- Will conduct other duties as assigned.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Business Administration or Business Management with two years of office experience management required. Some Sahaptin background desired or willingness to learn.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License and ability to obtain a Yakama Nation Driving permit.
- Not required to read/write Ichishkin, however must demonstrate willingness to learn.
- Must be self-motivated toward language fluency and productivity.
- Willing to sign a confidentiality release form for media productions and curriculum purposes.
- Be familiar with traditional and ceremonial activities.
- Have strong interpersonal communication skills in order to communicate in a culturally appropriate, courteous and professional manner.
- Employee will honor the Yakama Nation Confidentiality Policy during and after the employee's terms of employment, strict confidentiality of information must be maintained.
- The employee of Yakama Nation are servants of the Yakama Nation and are to safeguard all information.