



CULTURAL AFFAIRS PROGRAM
MISSISSIPPI BAND OF CHOCTAW INDIANS
PO BOX 6010
CHOCTAW, MS 39350
Phone: (601) 663-7506
Fax: (601) 650-1631

JOB ANNOUNCEMENT # 534099

POSITION TITLE: Cultural Education Specialist
OPENING DATE: **NOVEMBER 05, 2018 NOV 05 2018**
CLOSING DATE: **NOVEMBER 19, 2018 OR UNTIL FILLED**
SALARY RANGE: Negotiable
SUPERVISOR: Cultural Affairs Coordinator
EMPLOYMENT TYPE: Regular Full Time
LOCATION: Cultural Affairs Program Office – Tribal Annex II East

SCOPE OF SERVICE:

The Cultural Education Specialist will work closely with the Cultural Affairs Program staff as assigned by the Cultural Coordinator. The primary duty of this position will be to work in outdoor settings with partial work in the Cultural Affairs Program office, as well as surrounding communities including occasional traveling. The specialist will assist the Cultural Affairs Program in all Cultural activities and workshop that will inspire, promote, embrace, and enhance the traditional heritage of the Choctaw people so that culture is continued.

DUTIES AND RESPONSIBILITIES:

1. Teach traditional arts and crafts to Tribal Members throughout all communities as well as participating in demonstrations and other program related activities.
2. Assist in the development and preparation of Cultural materials for presentations to schools, civic and religious organizations, colleges and universities, and other groups.
3. Must be willing to work with individuals, small, and large groups in all age category.
4. Collect Cultural information as needed for staff development, in-service training, workshop, and other requests.
5. Maintain open communication with tribal programs, community members and off reservation agencies of the program's scheduled activities.

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6. Submit program reports and other required documents to the Program Coordinator.
7. Assist in reporting new developments of irregularities immediately to Program Coordinator.
8. Assist in the preparation of classroom type environment in the program's Cultural workshops, presentations, and demonstrations.
9. Compile Choctaw stories, historical events, recipes, and other information of Choctaw Culture.
10. Participate in the recruitment of Cultural activities and attend community activities.
11. Must maintain program confidentiality.
12. Must demonstrate positive attitude and good work habits.
13. Responsible for carrying out the routine cleaning and maintenance as needed of the CAP building as well as the CAP grounds including those affiliated with the program as needed.
14. Conduct routine maintenance checks and minor repairs on the program vehicles, as well as monitor and report any need for major repairs.
15. Perform other program related duties assigned by the Program Coordinator.

QUALIFICATIONS:

1. Must have a high school diploma or equivalence (GED Certificate), preferably with a two-year college and two years of working with small engine maintenance and repairs.
2. Must have knowledgeable interest in arts and crafts and familiar with its history. Preferably bilingual who speaks fluent in the Choctaw language and is familiar with the Mississippi Band of Choctaw Indians' history, people, culture, tribal programs, and the communities.
3. Prior work experience with the Mississippi Band of Choctaw Indians and basic knowledge of forestry.
4. Must be knowledgeable to a computer, cameras, camcorder, other office equipment, audio equipment, hand & yard tools, and small engine equipment.
5. Ability to work physically independently with limited supervision when needed and must be able to work flexible hours with occasional long distant traveling.

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6. Must have good written and oral communication skills, with strong organizational skills.
7. Physically able to lift and carry objects weighing from 50 to 100 lbs., without assistance; physically able to move heavier objects with assistance.
8. Must have a valid Mississippi Driver's License, personal vehicle, and liability insurance.
9. Must be able to earn a Commercial Driver's License (CDL) or be willing to obtain one immediately after being selected for employment if needed.
10. Must complete a criminal background check on the county, state, and national level.
11. Employee holding this position will be subject to random drug testing.
12. Must abide by Mississippi Safety Laws-- refrain from cell phone usage while driving program vehicles.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350