



DEPARTMENT OF CHAHTA IMMI
MISSISSIPPI BAND OF CHOCTAW INDIANS
PO BOX 6010
CHOCTAW, MS 39350
Phone: (601) 663-7435
Fax: (601) 650-1631

JOB ANNOUNCEMENT #432098

POSITION TITLE: Cultural Connections Specialist
OPENING DATE: **MAY 09, 2022** MAY 09 2022
CLOSING DATE: **MAY 23, 2022 OR UNTIL FILLED**
SALARY RANGE: Grade 10
SUPERVISOR: Special Projects-Media Coordinator
LOCATION: Chahta Immi Cultural Center

SCOPE OF SERVICE:

The Cultural Connections Specialist will work closely with the Dept. of Chahta Immi and Tribal Court Services staff to accomplish the Choctaw Cultural Connections project goals. The primary duty of this position will be to work within Dept. of Chahta Immi programs and provide Tribal Youth Cultural programming for Tribal communities and requires occasional traveling. The specialist will assist the Dept. of Chahta Immi in all Cultural activities, events, and workshops 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 with a focus on Tribal Youth 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 in various formats and multi-media such as PowerPoint, Instructional Aids, demonstration packages and creating lesson plans.
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, youth programs, workshop, and other requests.

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5. Maintain open communication with tribal programs, community members and off reservation agencies of the program's scheduled activities.
6. Submit program reports and other required documents to the Special Projects-Media Coordinator.
7. Assist in cultural activities with a focus to learn the artforms and traditions for classroom instruction, indoors and outdoors.
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 Dept. assets as well as cultural properties including those affiliated with the Dept.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 Dept. Director, such as assisting in community involvement, representation of Choctaw Culture and Heritage at various events and functions, etc.

QUALIFICATIONS:

1. Must have a high school diploma or equivalence (GED Certificate), preferably with a two-year college and two years of working with youth, 13-17 years of age.
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, equipment maintenance, and proficient in computer.
4. Must be knowledgeable in operating: cameras, camcorder, other office equipment, audio equipment, hand & yard tools, and small engine equipment.

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5. Ability to work physically independently with limited supervision when needed and must be able to work flexible hours with occasional long distant traveling.
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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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