



COQUILLE INDIAN TRIBE

Job Title: Language Coordinator
Department: Culture, Education and Learning Services Department
Reports to: Culture, Education and Learning Services Director
FLSA Status: Non-Exempt Part-Time
Salary Grade: \$27.87 - \$34.84
Location: Coos Bay, North Bend, Remote work potential

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Culture, Education and Learning Services Director, the primary function of this position is to serve the Coquille Indian Tribe in coordinating the development and deployment of a sustainable language program. This position comes with a contract budget that is solely reserved for investment in Miluk Revitalization efforts. This position will promote the use of and increase the fluency of the two languages of the Coquille Indian Tribe, and to preserve cultural heritage through language.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop collaborative approaches to preserve and enhance cultural language revitalization vision, mission, and goals with Tribal committees and native language and cultural organizations.
2. Develop and implement a comprehensive framework, or work plan, to guide multi-generational efforts to integrate native languages in all Tribal activities and events.
3. Provide SW Oregon Athabaskan language experiences in person at Head Start and other youth education programs.
4. Attend, support, and provide language experiences at the Tribes annual culture camp, Camp Ta Nae
5. Develop preferred teaching strategies, curriculum development and integration of remote learning for dispersed tribal membership.
6. Responsible for creating a long-term strategy, including identifying sustainable funding and partnership resources.
7. Create, assist, and provide content for cultural activities, events, and programs, including but not limited to Elders events, and Restoration Celebration.
8. Oversee Miluk contract, scope of work, and deliverables in connection with overall language program objectives.
9. Consult and assist other Tribal programs on the process and approvals for native language use in events, dedications, and naming events, including consultation with the Culture and Education Committee.
10. Manage any grants, applications, and reporting required for language grants received by the Coquille Indian Tribe.
11. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
4. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
7. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.

REQUIRED QUALIFICATIONS

- A. Master Speaker of Southwestern Oregon Athabaskan.
- B. Must be able to demonstrate knowledge of tribal philosophies and overall goals.
- C. Demonstrable experience and success in collaborative processes and language projects involving other tribes, public and private agencies and institutions.
- D. Willingness to work with a range of students from preschool to Elders groups.
- E. Ability to adapt language curriculum for varying age groups and abilities.
- F. Excellent written and oral communication skills in both academic teaching and public audience environments.
- G. Ability to operate in a team setting either as team leader or team member.
- H. Valid Oregon driver's license is required with no insurability issues as determined by the Tribe's insurance carrier.