



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:103
Position Title: Creek Language Coordinator	Advertising: Tribal-Wide
Department: Cultural	Division: Community Services
Immediate Supervisor: Calvin McGhee Cultural Director	Department Director: Calvin McGhee Cultural Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)
Opening Date: Thursday, August 24, 2017	Closing Date: Thursday, September 7, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Creek Language Coordinator will be a part of the Poarch Band of Creek Indians Language Program to help revitalize Creek Language by developing the fluency of speakers and training apprentices to teach Creek language. The Creek Language Coordinator will be responsible for teaching the Creek language and utilizing curriculum that includes, but is not limited to oral and written assignments, cultural activities, and lesson plans.

The Creek Language Coordinator is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Creek Language Coordinator

- Works with the Calvin McGhee Cultural Director in development and preparation of Creek Language curriculum.
- Provides lesson plans for language classes that are age appropriate.
- Submits, on a monthly basis, a daily schedule detailing work schedule for the following month to the Calvin McGhee Cultural Director.
- Assists in keeping inventory on all supplies and materials bought through the Cultural Department and submits to Cultural Director on a quarterly basis.
- Assists in documenting language instruction sessions through the use of digital voice, photo, and/or video recordings.
- Utilizes Creek Language throughout the workday and in all other possible situations including cultural events.
- Evaluates apprentice's knowledge and learning progress of the Creek Language.
- Maintains a Creek Language journal to document language material.
- Assists in prioritizing language needs throughout the community and with apprentices.
- Teaches apprentices Creek language and works to increase fluency and creates Creek speakers and teachers.
- Assists in maintaining appropriate program budgets.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Provides instruction of the Creek Language to apprentices and students of all ages.

Education/License/Certification and Experience Requirements

- High School Diploma or equivalent required.
- Must have one year teaching experience.

Skills Required

- Must be knowledgeable of Creek language and able to speak Creek.
- Absolute confidentiality.
- Ability to handle challenging situations in a positive manner.
- Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word and Excel.
- Skilled and mature in making valid judgements, demonstrated ability to establish workload priorities, and balance diverse projects.
- Able to work well independently and relate effectively with the public.
- Ability to work with all age groups including but not limited to children (Evenstart and B&G Club), Teen Center, Tribal Youth Council, Pow Wow Club, Princesses, and Elders.
- Ability to participate in diverse light-weight physical outdoor activities that promote exposure to new vocabulary.
- Ability to provide all visiting guests/vendors with superior customer service and provide any assistance when needed.
- Must be extremely knowledgeable in the Native American culture, especially Poarch Creek culture. Must successfully pass a cultural test.

Additional Requirements

- Ability to work in a cross-cultural environment.
- Ability to work odd and irregular hours, including nights and weekends.
- Required to work all cultural events sponsored by the Cultural Department.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Must successfully pass the required criminal and character check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**