



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: PT Community Activities Coordinator
Sitting Bull College
Fort Yates, ND
SALARY: Support Staff
SUPERVISION: Wahohpi Director

SUMMARY OF WORK: Responsible for coordinating and overseeing the Wahohpi community language and culture activities associated with the Living Languages Grant goals and objectives. The coordinator will be responsible for ensuring all thematic curriculum units and corresponding family and community language learning guides are created and documented in a timely manner. Other duties include maintaining and updating the Wahohpi website and social media sites with created content, attending and facilitating school and community language and culture activities, and documenting events and activities.

DUTIES AND RESPONSIBILITIES:

1. Oversee, coordinate, and support all language and culture activities and events for the Wahohpi families and community.
2. Work with Wahohpi Curriculum Developer, teachers, and staff to create, document, and distribute monthly thematic curriculum units and corresponding family language and culture learning guides.
3. Work with Wahohpi Curriculum Developer, teachers, and staff to plan and facilitate regular community-collaborated cultural and language events and create, document, and distribute corresponding community culture and language learning guides.
4. Coordinate with community and tribal programs and community experts to co-facilitate activities and events.
5. Curate, maintain, and further develop the Wahohpi website, social media posts, videos and regularly updating and uploading the newly created content, including learning guides and event recordings.
6. Attend all scheduled college functions and meetings as required.
7. Other Duties as assigned.

QUALIFICATIONS:

1. Associate's Degree in Business, Education, Native American Studies or Eminent Scholar with community event planning experience required, Bachelor's Degree preferred.
2. Experience and knowledge in speaking and using Dakota or Lakota language.
3. Exceptional organizational and communication skills.
4. Be able to lift, push and/or carry 40lbs.
5. Extensive experience in event planning and coordinating.
6. Be available for occasional evening hours.
7. Able to work independently and as part of a team.
8. Technically proficient.

9. Must possess valid driver's license.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * V Employer

Please submit: Completed Standing Rock Public Transportation application, official transcripts (please white out birth date and social security number), 3 current reference letters (1 from immediate supervisor), Certificate of Indian blood (please white out photo, birth date, social security number), and Veterans Status to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.