



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Assistant to the Cultural Education Director
Department:	Cultural Education
Employment Status:	Regular
Class:	Part-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Cultural Education Director

GENERAL DESCRIPTION:

The Delaware Tribe of Indians is seeking a dedicated and organized Part-Time Assistant to support the Cultural Education Director in preserving, promoting, and education others about the rich cultural heritage of the Delaware Tribe. The Assistant will provide administrative support, assist with the planning and execution of cultural programs and events, and serve as a liaison between the Cultural Education Director and other stakeholders.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
 - Some college coursework in education, history, anthropology, or a related field is preferred
- Previous experience in an administrative role, event planning, or community outreach is preferred

- Familiarity with native American cultures, particularly the Delaware Tribe, is preferred
- Strong organization skills with attention to details
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software
- Ability to work independently and as part of a team
- Knowledge of social media platforms and basic content creation
- A passion for culture preservation and education
- Respectful and sensitive to the cultural traditions and values of the Delaware Tribe
- Ability to manage multiple tasks and prioritize effectively

DUTIES AND RESPONSIBILITIES:

- Assist with scheduling meetings, workshops, and events relate to cultural education.
- Manage correspondence, including emails and phone calls, for the Cultural Education Director.
- Prepare and organize documents, presentations, and reports as needed.
- Maintain and update databases, files and records related to cultural programs.
- Assist in planning, organizing, and executing cultural events, workshops, and educational programs.
- Coordinate logistics for events, including venue setup, materials preparation, and participation communication.
- Support the promotion of cultural events through social media, newsletters, and other communication channels.
- Assist in the development and implementation of cultural education programs and initiatives.
- Research and gather information related to Delaware Tribe history, language, traditions, and other cultural aspects.
- Help create education materials, such as brochures, handouts, and digital content.
- Serve as appoint of contact for community members interested in cultural education programs.
- Assist with outreach efforts to engage tribal members and the boarder community in cultural initiatives.
- Support collaboration with schools, museums, and other organizations to promote Delaware cultural education.
- Attend and participate in cultural education meetings and other relevant gatherings.
- Other duties as assigned by the Cultural Education Director to support the goals of the department.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.