



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Cultural Education Department Generalist
Department:	Cultural Education Department
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Director of Cultural Education

GENERAL DESCRIPTION:

The Cultural Education Department Generalist will support the Delaware Tribe of Indians' Cultural Education Department by performing a variety of tasks aimed at promoting, preserving, and educating about the Lenape (Delaware) culture. This position plays an essential role in assisting with cultural programs, events, educational outreach, consultation services, and administrative duties to ensure the department operates smoothly and effectively. The ideal candidate will have a strong interest in Native American culture and history, specifically Lenape culture, and be passionate about community engagement and education.

QUALIFICATIONS:

- High school diploma or GED required;

- Associate's or Bachelor's degree in Education, Native American Studies, History, or related field preferred.
- Experience working with Native American communities or cultural education programs is highly desirable.
- Knowledge of or willingness to learn about Lenape (Delaware) culture, language, and traditions.
- Strong organizational skills and attention to detail.
- Ability to work both independently and as part of a team.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic digital communication tools.
- Must be able to work occasional evenings and weekends for events.
- Requires a high level of personal integrity and ethics
- Ability to pass a criminal background check and drug screening
- Ability to lift up to 25 pounds and perform tasks that may require standing, walking, and sitting for extended periods.
- Occasional travel may be required to attend conferences or community events.

DUTIES AND RESPONSIBILITIES:

1. Program Assistance

- Assist in the planning, coordination, and implementation of cultural education programs and events, including elder storytelling sessions, cultural workshops, and educational activities.
- Provide logistical support for department events, such as setting up spaces, managing materials, and ensuring a smooth flow of activities.
- Facilitate and support workshops, classes, and community outreach programs for children, youth, and adults.

2. Consultation and Advisory Services

- Provide consultation services to schools, museums, cultural organizations, and other external entities seeking guidance on Lenape (Delaware) culture, history, and traditions.
- Collaborate with educational institutions to develop culturally appropriate curricula and learning materials that reflect the heritage of the Delaware Tribe.
- Offer expert advice and recommendations to community members, researchers, and organizations on the appropriate use of Lenape symbols, language, and cultural elements in their projects.
- Coordinate and participate in consultations related to cultural preservation and educational projects, ensuring they align with the Delaware Tribe's values and practices.
- Act as a point of contact for entities seeking cultural consultation, ensuring timely and accurate responses to requests for information or collaboration.

3. Community Engagement

- Serve as a liaison between the Cultural Education Department and the Delaware Tribe community, maintaining open communication and gathering feedback to improve programming.

- Assist in the development and distribution of educational materials, including articles for the tribal newspaper and digital content.
 - Participate in community meetings, conferences, and events, representing the Cultural Education Department when necessary.
4. **Administrative Duties**
- Assist with department communications, including answering inquiries, managing email correspondence, and updating the department's calendar.
 - Maintain records of department activities, including event attendance, program outcomes, and feedback.
 - Support grant writing efforts by providing relevant program and event data.
 - Assist with budget tracking and purchasing for events, supplies, and materials.
5. **Special Projects**
- Collaborate with department staff on special projects, such as cultural exhibits, research, or curriculum development, as directed by the Director of Cultural Education.
 - Contribute to the development and execution of the department's long-term strategic goals for cultural preservation and education.

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.