



Cow Creek Government Office

Position Description

Position Title: Language/Education Programs Manager

Department: Education

Reports To: Education Director

FLSA Designation: Exempt

Date Written/Revised: 09/2019

POSITION PURPOSE:

The Language/Education Programs Manager (L/EPM) is a professional position that has multiple responsibilities as to the overall education and language revitalization of the Tribal membership, as it relates to the diverse opportunities that are available for all levels of education and the many programs that are offered. The L/EPM applies the unique and specialized area of Indian Education and Language Revitalization into all aspects of working with Tribal adults and youth.

ESSENTIAL FUNCTIONS:

- Oversees and manage all employees of the Takelma Language Program.
- Project Director for the Administration on Native Americans (ANA) grant, “Nahankuotana: Strengthening our Cow Creek Tribal Community and Families through Takelma Language Revitalization grant. The PD administers, coordinates, oversees the budget, and participates in the requirements associated with the grant.
- Manage Educational Programs offered to Tribal membership.
- Assist with the development of budgets each year for all programs as needed. Provide monthly and yearly reports as requested.
- Plan and coordinate the annual scholarship awards dinner for the Umpqua Community College Scholarship
- Audit student progress in post-secondary education to include funding, on track graduation, FAFSA submission, scholarships, retention, and graduation application.
- Attend and participate in any state, national and local meetings as needed and schedule allows that promote Indian Education.
- Prepare and write grants associated with programs as needed.
- Other duties as assigned

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

The Language/Education Programs Manger is a professional position that requires the skills and knowledge to manage/develop programs and to continue the established programs offered to Tribal membership. In addition, the applicant should have working knowledge and experience in large federal grants. The applicant will provide a professional level as the representative of the Tribe on a sovereign level and in working with other Tribal organizations, universities, colleges, and outside entities.

QUALIFICATIONS:

- Minimum, Bachelor's Degree in Education, Management, Social Services, or related fields. At least Two years of experience working in the development or management of programs for communities. (Master's Degree preferred).
- Professional supervisory or management experience.
- Have extensive grant experience including managing, reporting, implementing, and responsibility in delivering outcomes associated with grants.
- Experience with Excel, Word, PowerPoint, and general computer use is necessary.
- Be able to work cooperatively in a team with a positive attitude.
- Have strong interpersonal communication skills in order to communicate in a professional manner.
- Be able and willing to travel to meetings and conferences.
- Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.