

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: KIIHKAYONKI ARPA MLRP COMMUNITY CULTURAL EDUCATION AND WELLNESS COORDINATOR
CLASSIFICATION: EXEMPT
STATUS: FULL-TIME, SEMI-PERMANENT – ENDING DECEMBER 31, 2026

DATES OF POSTING PERIOD: UNTIL FILLED

POSITION SUMMARY: The Kiihkayonki ARPA MLRP (Myaamia Learning & Recovery Project) Community Cultural Education Coordinator is a part of the approved Cultural Resources Office 4.5-year ARPA Project addressing the educational, communal and wellness losses/disparities brought by the pandemic. This position reports to the Kiihkayonki ARPA Project Manager and works on-site at the Miami Tribe of Oklahoma's Fritz Road property in Fort Wayne, IN. Working with guidance from the CRO Cultural Education Director, with participation and supportive input from the Cultural Education/Eemamwiciki Committee, this position is responsible for coordination of all ARPA compliant cultural education programming. Employee will be responsible to supply specific quarterly report information to the Project Manager for submission to the Cultural Resources Office, Tribal Leadership and the appointed ARPA Committee to ensure compliance with ARPA funding guidelines.

MAJOR JOB FUNCTIONS:

- Implementation of ARPA specific, covid sensitive, cultural education opportunities to address community education losses/disparities in Kiihkayonki and the surrounding Myaamionki region
- Work with Cultural Resources Office Cultural Education Director to develop and provide ARPA specific community educational programming (covid sensitive on-site and distance learning content) consistent with the existing, and developing standards, of the Tribe's Eemamwiciki cultural education effort.
- Other duties as may be assigned

SKILLS/QUALIFICATIONS

- Possess knowledge of, and ability to understand a curriculum, and the ability to create lesson plans from the curriculum.
- Possess strong computer and technical skills.

MINIMUM REQUIREMENTS:

- College degree preferred or highest quality experience gained from related work environment
- Must possess, or express capability for, efficient knowledge of Myaamia culture, language and history
- Must possess the ability to effectively communicate, with excellent verbal and written skills
- Must possess the ability to coordinate within the CRO and with other tribal departments
- Must possess high integrity regarding confidential and sensitive information
- Pleasant demeanor
- Competence in the use of Microsoft Office products, including Outlook, Excel, Word, and SharePoint

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

- Ability to comprehend and follow oral and written instructions
- May be required to work beyond normal working hours; flexible hours/schedule
- Must have the ability to travel as needed
- Must have the ability to work unsupervised while meeting deadlines
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

CONDITIONS OF EMPLOYMENT:

- Full-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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