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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe**



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

(Internal Posting)

- Title:** Language Program Coordinator
- Reports To:** Compliance Director
- Supervises:** Language Committee
- Location:** Happy Camp, CA with Hybrid Remote
- Salary:** \$65,000 - \$80,000 DOE
- Classification:** Funded for one-year, Non-Entry Level, Exempt
- Summary:** Shall be responsible for directing activities within the Karuk Language Program, including facilitating the work of the Language Program staff and partners to complete the goals and objectives as set forth by the Tribe and any grant funding.

**Application Deadline: October 11, 2023**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### **Responsibilities:**

1. Works with project partners in the creation and processing of Karuk Language materials.
2. Arranges and oversees the reproduction and/or publication and the distribution of the project's products.
3. Monitors and critiques participant involvement in grant activities.
4. Carries out the mission and goals of the language program as determined by the Council and any grant funding.
5. Supervises staff assigned to the language program.
6. Arranges the contracting of program consultant services.
7. Coordinates consultant activities and strategic planning activities.
8. Coordinates project involvement and participation in other Tribal Programs.
9. Responsible for the submission of program products and archival materials to the Karuk Language UC Berkeley website <<http://linguistics.berkeley.edu/~karuk/index.php>>
10. Schedules and publicizes Karuk language and other language events.
11. Develops and submits a monthly project report to their supervisor who reports to the Executive Director, as required.
12. Responsible for the successful implementation of the goals, objectives, and activities of any funded language grants.
13. Plans and organizes project trainings.

14. Seeks and lands opportunities to extend the Karuk Language Program beyond the existing funding and objectives.
15. Processes Karuk language related requests of Tribal Members and others.
16. Shall be available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
17. Shall be polite and maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have AA in Native American Studies, Education or Linguistics, or three years equivalent experience. Experience with Karuk language and culture is strongly preferred.
2. Must have a demonstrated ability to work well within Native American Communities.
3. Experience and knowledge of museum archives and exhibitions, including best practices in registration and curation, as well as packaging and loaning items for external exhibitions.
4. Demonstrated ability as a communicator, presenter/writer/editor/trainer.
5. Demonstrated ability to use Microsoft Suite, and input and maintenance of databases is required.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies as applicable.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approval:** 10/02/2023\_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_