

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	TCNS Coordinator/Archives Asst.	Posting Date:	11/06/2020	Closing Date:	11/20/2020
Department:	Historic Preservation	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the general supervision of the Director of Historic Preservation and Tribal Administration this position helps to promote, protect, preserve, and manage Delaware Nation's cultural resources across the Lenape's current and ancestral territory. This position must have knowledge of Lenape culture and a strong commitment to preserving it. This position is also responsible for maintaining the Tribal archives.

Qualifications

1. High school diploma or equivalent with 2+ years of administrative experience	4. Must have a working knowledge of Microsoft Office and Google Earth
2. Degree or experience in anthropological/archaeological work preferred	5. Ability to establish and maintain effective work relationships with a wide range of people
3. Knowledge of National Historic Preservation Act and Section 106 laws and regulations	6. Must be comfortable in the presence of human remains and funerary objects.

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

• Valid Oklahoma Driver License	• Pass FBI Background Check per P.L. 101-630
• Pass drug testing requirements	• Signed Confidentiality Agreement

To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation.com

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.