

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	Posting Date:	04/22/2022	Closing Date:	Open Until Filled
Department:	Cultural Resources	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

This position requires an individual willing to learn the intricacies of Section 106. A positive attitude and the ability to establish and maintain good communication in relation to fellow staff and clientele are important to being effective in this role.

Qualifications

1. Able to correspond with clients to remain on track with construction & cell tower projects	4. Cross train in other areas related to cultural resources to better enable continuous function
2. Able to develop & maintain database	5. Respond to & follow up on all inquiries
3. Able to develop & maintain relations with clients	6. Must maintain the strictest confidentiality

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

<ul style="list-style-type: none"> • Valid Oklahoma Driver License • Pass drug testing requirements • Working knowledge of Microsoft Office • Pass Background Check Per P.L. 101-630 	<ul style="list-style-type: none"> • At least 2 years satisfactory performance in a related position • Must possess skills in typing, math, spelling and communication, both oral and written.
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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.