

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:	Broadband Grant Outreach Coordinator	Posting Date:	05/10/2022	Closing Date:	Open Until Filled
Department:	IT	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

The Broadband Grant Outreach Coordinator will be tasked with administering the implementation and management of all aspects of our broadband use and adoption programs, as well as tracking progress on each of the project plan elements and collecting and maintaining all data and records relating to the outcomes and performance metrics. Works with the Social Services department and reports to the IT Director and Tribal Administrator.

Qualifications

1. High School degree or equivalent; Bachelor's degree in related field preferred	4. Ability to multi-task, prioritize, and manage time efficiently
2. Minimum 2 years of general IT experience	5. Able to follow oral and written instructions
3. Excellent interpersonal skills	6. Able to stand, bend, squat, and lift equipment weighing up to 50 pounds

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 • Pass Background Check per P.L. 101-630 	<ul style="list-style-type: none"> • 2 years satisfactory performance in a related position
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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-nsn.gov

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