

JOB ANNOUNCEMENT

POSITION: Adult Language Program Coordinator (PT, 26 hr. per week)

SALARY: \$25.47 per hour (Grade 21, Step 02)

DEPARTMENT: Cultural Resources Department

SUPERVISOR: Native Language Preservation & Maint. Project Director

CLASSIFICATION: Non-EXEMPT

LOCATION: Owyhee, NV

OPENS: April 7, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to suspicion-less (random) drug testing and a background check including fingerprints as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

JOB SUMMARY:

Oversee hiring of teachers, professional development for teachers, class schedule, curriculum development, assessments, collaboration with consultants. Responsible for development and administration of a new Adult Native language program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist with the collection of baseline data for programs, goals, objectives, and evaluation.
2. Coordinate and lead the effort to recruit Paiute and Shoshoni Language instructors.
3. Lead outreach effort to the community
4. Schedule and promote community meetings and the community discussion regarding Paiute & Shoshoni Adult Language instruction project.
5. Assist in the production of summary and outcome documents for program activities and events.
6. Lead development of adult Native language curriculum for Paiute and Shoshoni, in collaboration with teachers and consultants.
7. Assist in efforts to build a Native language website with instructional materials in Paiute and Shoshoni.
8. Assist in developing and/or adopting pre-and post-instruction assessment protocols for adult language learners.
9. Communicate as required with the DOE program staff.
10. Assist with various outreach activities as needed.
11. Will be required to have a background check.
12. Other related duties as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must possess excellent organizational, telephone and interpersonal skills.
3. Must possess computer skills-required proficiency with Word Perfect, Word, Excel and the Internet; additional computer skills are a strong plus, and experience with a wide array of software programs.
4. Must be able to demonstrate ongoing efforts to pursue a nonviolent, drug and alcohol-free lifestyle.
5. Must possess a valid state driver's license.

6. Available to work some evenings and weekends as needed.

PREFERRED QUALIFICATIONS:

1. Associate or Bachelor's degree in related field preferred.
2. Experience working in tribal settings preferred
3. Experience working with education and especially language education preferred.
4. Experience with community planning preferred.
5. Experience with teaching preferred.
6. Must possess good oral and written skills-clear, concise, writing preferred.

GUIDELINES:

The incumbent will comply with all Shoshone-Paiute Tribes Employee Handbook policies; federal, state and local codes and regulations.

PHYSICAL DEMANDS:

The position requires or may require extensive travel in the two rural and remote counties. A vehicle will be provided, but the incumbent must maintain positive physical abilities to carry out daily activities such as walking, carrying and lifting items no more than 50lbs maximum, bending over, etc.

WORK ENVIRONMENT:

The work environment will be in various areas depending upon the program activity. An office will be provided, but the incumbent will be expected to work remotely as job duties require.