

# POSITION ANNOUNCEMENT

## Chitimacha Cultural Department

### Cultural Assistant / Language Instructor

#### **SUMMARY:**

Performs clerical duties and provides departmental assistance, i.e., Chitimacha Museum, Section 106, etc. Duties also include learning the Chitimacha language and culture and instructing Chitimacha Tribal members, primarily at Yaamahana / Chitimacha Child Development Center. This position performs a variety of tasks associated with implementing culturally related activities and events for the tribal membership.

#### **EDUCATION AND/OR EXPERIENCE:**

A high school diploma or GED AND one (1) year of relevant clerical, secretarial, or closely related experience. Must be proficient in Microsoft Office Software Programs. Preferably two (2) years of relevant teaching, linguistics, cultural/heritage program development, or closely related experience. Knowledge of Chitimacha language, history, and culture is preferred. Upon initial hire, must possess a para-professional certification or obtain within the two (2) years from hire date.

***\*\*PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS, SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING AND A BACKGROUND INVESTIGATION WILL BE REQUIRED.***

#### **TO APPLY:**

View our website [www.chitimacha.gov](http://www.chitimacha.gov), or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application: **Tuesday, July 27, 2021.**

