

**POSITION DESCRIPTION  
REVISION**

**POSITION:** Stockbridge-Munsee Community Language Manager

**LOCATION:** S/M Community

**SALARY:** Exempt

**Reports to:** Cultural Affairs Director **Division:** Tribal Admin **Department:** Cultural Affairs

**POSTING DATE:** 3/30/21

**CLOSING DATE:** 4/7/21

**PAYGRADE:** 6

**GENERAL RESPONSIBILITIES:** The Stockbridge Munsee Community Language Manager will be responsible for developing policies, procedures, and budgeting activities of the Stockbridge Munsee Community Language Office. The individual is responsible to preserve and protect the two languages of the Stockbridge Munsee Community including but not limited to curriculum development, establishing, and overseeing learning activities

**DUTIES:**

1. Write and create all SMC Language policies and procedures.
2. Oversee the implementation and development of the SMC Language program, collaborating with the Language and Culture Committee to garner input and recommendations related to curriculum and teaching sessions at various levels.
3. Must develop all guidelines and training programs related to the language program.
4. Work with Cultural Affairs Director to ensure the Language Program is aligned with overall directions of the Cultural Affairs Department.
5. Must be able to manage the office's annual budget, processing purchase orders, and keep operations within the approved annual budget amount.
6. Will coordinate all language classes developing of varies skill level appropriate curriculums as needed for teaching classes.
7. Will lead in the development and execution of an annual Language Camp.
8. Will research and apply for funding opportunities to support the SMC Language Program.
9. Must prepare all required paperwork, including forms, lesson plans, teaching schedules, budget forms, purchase orders and designated reports for SMC Language Office.
10. Complete monthly department report to be submitted to Cultural Affairs Director.
11. Have a basic understanding of the Mohican/Munsee Languages, preferred, but not required. And a strong desire to learn the Mohican/Munsee Languages.
12. Write and publish in the Mohican News regular articles regarding the department that highlight interesting areas.
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.

16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**STANDARD QUALIFICATIONS:**

1. Enrolled member of the Stockbridge Munsee Community preferred.
2. High School Diploma or GED is required.
3. A bachelor's degree in teaching or other related field such as Linguistics is strongly preferred. Two years' experience working in a teaching venue or language development venue is required. Must be able to demonstrate/substantiate experience.
4. Experience with a Native American Tribal organization and/or not for profit agency desired. Must have knowledge and familiarity with the language, history and culture of Stockbridge-Munsee Community.
5. Must have a minimum of two years of previous successful management level work-experience and be able to demonstrate that includes budget management experience.
6. Two years previous supervisory work experience is preferred.
7. Must have grant writing ability.
8. Must have the ability to build positive work relationships with internal co-workers and external experts and Tribal Members. Must be friendly, courteous and outgoing, in order to foster a good working and teaching environment.
9. Must be highly self-motivated with a strong desire to see the SMC Language program to flourish.
10. Individual must possess excellent verbal and written communication skills.
11. Must have keyboarding skills.
12. Must be able to work with a Microsoft Office or similar software.
13. Must possess the ability to manage time effectively.
14. Must have the ability to work effectively under pressure.
15. Must be willing to attend all applicable training.
16. Must be able to meet the requirement to travel out of the country.
17. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
18. Must be eligible for coverage under the employer's liability insurance.
19. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
20. Must be able to meet physical requirements of position.

21. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
22. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.

**SUBMIT APPLICATION TO:** Human Resource Department,  
P.O Box 70, N8705 MohHeConNuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS DRUG SCREEN AND REMAIN DRUG FREE.**

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

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**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:  
Revised Position: 03/018/2021

Tribal Council Approved:  
Tribal Council Approved: