



MESCALERO --Apache-- SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

POSITION ANNOUNCEMENT

9/08/2022

Apache Language Grant Program Manager

Primary Functions: The goal of the grant program is to preserve and revitalize the Mescalero Apache Language.

Responsibilities:

- Has the responsibility to fully understand and implement the policies and procedures of the Mescalero Apache School.
- Does not need to be a Mescalero Apache Language speaker.
- Must be willing to commit at least two years to the Project.
- Must be willing to work at the Mescalero Apache School and obtain all necessary approvals and licenses.
- Must have exceptional computer skills -- including knowledge of word processing, spreadsheets, email, and management of electronic files such as audio and video files.
- Will maintain the Program schedule.
- Will organize mentor and apprentice activities outside the classroom.
- Will organize sessions with MAL fluent speakers from the community.
- Will organize mentor and apprentice "mini workshops."
- Will manage purchases and maintain internal accounting records.
- Will maintain Program evaluation data.
- Will write and submit required reports to PED.
- Performs other duties as may be assigned by the supervisor.

Key Relationships:

- Position reports to the Cultural Director.
- Interacts with school staff members, students, community groups and school administration when required.

Minimum Qualifications:

- Minimum of a High School Diploma or GED required.
- Must have reliable transportation.
- Must be punctual.
- Must be able to follow all school policies and procedures
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors

Term of Employment:

- Determined by grant.
- Salary as determined by grant.

Working Conditions:

- Work is accomplished within a school environment
- Will require long periods of standing.
- From time to time, will require longer than normal work days due to demands of the program.

Applications will be accepted until the close of business on Thursday, September 22, 2022.

- ***ALL positions require federal, state, local and sex offender background checks and clearance from any criminal charges prior to employment.***
- ***ALL positions require initial drug testing upon hire, then random monthly drug testing.***
- ***Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.***

Applications available at the MAS website: maschiefs.com

For more information, contact Mescalero Apache School Language Program at 575-464-4431.