



# 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

06/11/2025

### MAS Apache Language Grant Program Manager

**Primary Functions:** The goal of the grant program manager 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 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 activities outside the classrooms.
- Will organize sessions with MAL fluent speakers from the community.
- Will organize "mini workshops & trainings".
- Will manage purchases and maintain internal accounting records.
- Will maintain Program evaluation data.
- Will write and submit required reports to the Grant Supervisor.
- Performs other duties as may be assigned by the supervisor.
- Must be able to lift heavy objects and organize purchases. (in storage canister)
- Must be able to participate in Cultural activities and events as assigned.

#### **Key Relationships:**

- Position reports to the Cultural Director and Principals.
- 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.
- Must be in good health and able to participate in Cultural activities.
- 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 the grant.

#### **Working Conditions:**

- To oversee and manage the Native American Language Grant and its operations Including monitoring the budget, scheduling, and preparing educational materials.
- Work is accomplished within a school environment.
- Will require long periods of standing.

- From time to time, you will be required to work longer than normal work days due to the demands of the program

**Applications will be accepted until the close of business on Tuesday, July 08, 2025**

- *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](http://maschiefs.com)**

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