
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Language Program Coordinator

Reports To: Compliance Director

Supervises: Language Committee

Location: Happy Camp, CA

Assigned
Work Location: Happy Camp, CA

Salary: \$65,000 - \$80,000/DOE

Classification: Funded for one-year, Non-Entry Level, Exempt

Summary: The Language Program Coordinator is responsible for directing activities within the Karuk Language Program, including but not limited to facilitating the work of the Language Program staff and partners to complete the goals and objectives as set forth by the Tribe & administration and oversight of any grant funding.

Application Deadline: April 4, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Carries out the mission and goals of the language program as determined by the Council, Supervisor and any approved grant funding.
2. Works with project partners in the creation and processing of Karuk Language materials.
3. Arranges and oversees the reproduction and/or publication & the distribution of the project's products.
4. Monitors and critiques participant involvement in grant activities.
5. Supervises staff and volunteers assigned to the language program.
6. Arranges and oversees the contracting of program consultant services.
7. Coordinates consultant activities and strategic planning activities.
8. Coordinates project involvement and participation in other Tribal Programs.
9. Responsible for the submission of program products and archival materials to the Karuk Language UC Berkeley website.
10. Schedules and publicizes Karuk language and other language events.

11. Submits a monthly project report to Supervisor.
12. Responsible for the successful implementation of the goals, objectives, and activities of any funded language grants.
13. Language Coordinator plans and organizes project trainings with Language Committee.
14. Pursues and executes opportunities to extend the Karuk Language Program beyond the existing funding and objectives.
15. Processes Karuk language related requests of Tribal Members and others.
16. Be available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
17. Shall be polite and maintain a priority system in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have AA in Native American Studies, Education or Linguistics, or equivalent experience. Experience with Karuk language is strongly preferred.
2. Must have a demonstrated ability to work well within Native American Communities.
3. Experience and knowledge of museum archives and exhibitions, including best practices in registration and curation, as well as packaging and loaning items for external exhibitions.
4. Demonstrated ability as a communicator, presenter/writer/editor, and trainer/developer.
5. Demonstrated ability in word processing, spreadsheets, and input and maintenance of databases is required.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

7. Must adhere to tribal policies including confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) .

8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.
Committee Approved:

Committee Approved: March 17, 2025

Employee's Signature: _____