

Sisseton- Wahpeton Oyate

Job Description

Job Title: Dakota Iyapi Yukini Coordinator

Reports to: Tribal Education Director

Salary: Dependent upon budget

SUMMARY: The Dakota Iyapi Coordinator works with the Dakota Iapi staff, Tribal Education Director and community to provide leadership, vision and strategic direction in the implantation of the Dakota Wicohan and the project goals.

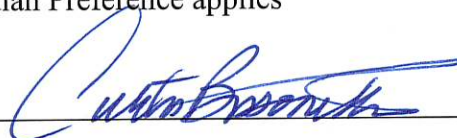
DUTIES AND RESPONSIBILITIES:

- Provide general administrative support, such as: preparing reports, arrange meetings and professional development/Dakota Life for all Tribal Staff including tribal school staff and the area schools as requested
- Facilitate Dakota Language training hours for SWO tribal staff
- Facilitates the scheduling of activities and goals
- Responsible for the marketing of our Dakota Iyapi.
- Set language goals for Language Learners.
- Develop and facilitate collaborative working relationships with all project staff and stakeholders.
- Coordinate college classes or training for language learners on-site and virtual at the Tribal Administration building and/or schools as requested
- Assist in recording and archiving Dakota Language conversations for the future
- Assist in activities/community events
- Responsible for working on the Dakota Language marketing plan
- Will prepare a monthly status report for each project goal
- Willing to lead a team to meet project goals
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

- AA Degree preferred
- A proficient Dakota Speaker
- Ability to write reports and correspondence
- Computer Proficiency in Microsoft Office
- Must possess a valid driver's license and must be able to travel
- Must pass background checks
- Indian Preference applies

Approved _____



Date _____

7/7/23