



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[katerid@spiritlakenation.com](mailto:katerid@spiritlakenation.com)

<b>Job Title:</b>	<b>Director</b>	<b>Open Date:</b>	<b>May 8, 2023</b>
<b>SLT Program:</b>	<b>Nagi Ecipishkde</b>	<b>Close Date:</b>	<b>June 30, 2023</b>

**Position Objective: Director Provides direction and supervision to the programmatic delivery of social and cultural activities.**

**Major Duties and Responsibilities:**

- Manage all aspects of grant requirements and adhere to funding agency guidelines and requirements, including preparation and revision of annual budget.
- Responsible for preparing and monitoring invoices, submittal and retrieval purchase orders, review and reconcile expenditure reports as needed.
- Responsible for ordering office and operational supplies, office furniture, computers, equipment, and other necessary supplies.
- Work with evaluator to manage and monitor the date requirements for the grant.
- Facilitates the team approach by recognizing each tribal member as an important part of the Nagi Ecipishkde Project, serving as a liaison by conducting appropriate meetings to communicate policy and planning decisions, operational requirements, and related matters.
- Assist the individuals and families in developing plans of cultural revitalization and sustainability.
- Responsible for community events to create an awareness of cultural health and wellness.
- Responsible for reviewing and updating the Nagi Ecipishkde Grant Evaluation Plan.
- Prepare and update Annual Program Workplan (scope of work)

**Qualifications, experience, and education required:**

- Bachelor's Degree in Sociology or related field.
- Must have excellent planning and organization skills.
- Knowledgeable in Dakota culture, traditions, values, traditional foods, traditional medicines, crafts. Etc.
- Computer knowledge and proficiency. Required.
- Maintain hard copy and electronic filing system. PREFERRED.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Must have a valid ND Driver's License in good standing and must supply driver license abstract from the North Dakota Department of Motor Vehicles. REQUIRED.

- Will need to have an acceptable motor vehicle record. A copy of driver license and verification of driver record from the North Dakota Department of Motor Vehicle. REQUIRED.
- Excellent verbal and written communication skills. Must have the ability to effectively present information and respond to tribal, federal, state, and other officials, program participants, family members, associates, and general community.
- Ability to work independently in the absence of supervision.
- Ability to lift over 20 pounds.
- Must have knowledge and practice of traditional ways of life.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. Must submit documentation with application to qualify for Indian preference.
- Veterans Preference will apply. Must submit documentation with application to qualify for Veterans Preference.

<b>Job Role:</b>	Director	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Status</b>	Full-Time	<b>Supervision</b>	Tribal Chairman
<b>Hourly Salary Range:</b>	\$24.00	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:MKeo@spiritlakenation.com">MKeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0864	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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