



Eastern Band of Cherokee Indians

MANAGER - SNOWBIRD LANGUAGE & CULTURE

Position Description

Program:	Snowbird Language & Culture	Reports to:	Director – Snowbird & Cherokee County Division
Division:	Snowbird & Cherokee County	Position Number:	902714001
Classification:	Exempt	Revision Date:	10/15/2024
Pay Level:	14	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Manager - Snowbird Language & Culture works with and reports to the Director - Snowbird & Cherokee County Services to coordinate and promote collaborative activities and initiatives around Cherokee Culture and Language. This position will specifically coordinate and supervise activities for the program which include community-based youth and adult language programming, as well as cultural resources in order to establish a unified program of cultural and language service delivery with an emphasis on Snowbird and Cherokee County history and resources. The Manager will be responsible to operate, maintain, and promote the Junaluska Museum with the goal of proliferating the knowledge of Cherokee crafts and cultural activities, as well as document and preserve the cultural activities of the Snowbird Cherokees. This position will be responsible for overseeing the operational, administrative, and budgeting needs of a Snowbird & Cherokee County Cherokee Adult Language Learning Immersion program along with additional community-based Cherokee language learning opportunities. The incumbent will be responsible for the attainment of short- and long-term financial and operational goals for the program in coordination with the Director.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Oversee and manage the daily operations, financial objectives, and marketing of the program.
- Administer policies, make policy recommendations secure appropriate approval within the tribe, and provide staff support and information.
- Supervises personnel, hires and trains employees, assigns and monitors work, and evaluates personnel as well as any disciplinary actions should they arise.
- Prepares preliminary budget, financial and activity reports, and advocates for program budget for Divisional and Council approval, monitors and approves expenditures.
- Develops and implements long-range strategic plans for Tribal programs and other entities that provide development and implementation of Cherokee language instruction and language services delivery.
- Designs and implements Cherokee Language training to language staff.
- Prepares written materials, language tapes, and instruction in that maybe used in the classroom or for training.
- Required to submit all teaching and learning strategies, lesson plans, and materials developed during instruction or training for curriculum development.
- Works in partnership with established language programs operated by the EBCI for programming and leveraging of resources.

Position Description

- Responds to inquiries regarding Cherokee language, tradition, and culture programming from Tribal members, researchers, and educators.
- Ensures community objectives relating to materials for second language learners are met and plans for community outreach are established and implemented.
- Serves as the facilitator for language project teams and involves parties in the discussions and considers all views to reach consensus.
- Accepts opportunities to lecture on Cherokee culture and language to community members, outside agencies, universities, and other Tribal entities.
- Identifies, locates, applies, and acquires grant funding to supplement and initiate Cherokee culture and language programming.
- Performs research on new and emerging second-language acquisition/learning models.
- Establishes relationships and partnerships with indigenous language advocates and participates in planning, advocacy, and partnerships on projects.
- Acts as a liaison for the tribe on language issues with area school systems, tribal programs, universities, and other agencies.
- Will serve as a liaison for speakers regarding semantics and word choice for documents needed for tribal programs.
- Monitors Federal, State, and local legislation that affects Cherokee culture and language and serves as the point of contact for EBCL in these communications.
- Serves as a negotiator for the Tribe, when requested by Director, on language related contracts/grants.
- Attends training as required for improved knowledge and performance of duties.
- Serves as the fiscal manager for the program, overseeing all budgets and compliance requirements in program area.
- Manages master timesheets to payroll department as required.
- In the event of an emergency or identified immediate need, as determined by the Principal Chief or Vice Chief, participation in preparedness and response operations will be expected. Employee may be required to fill a temporary assignment in a role different from standard duties, work hours and/or work location in preparation for, during and after the emergency/identified need. Employee may also be required to participate in relevant exercises and regular preparedness training.

Scope of Supervision:

This position has overall management and supervisory responsibility for the success of program activities and personnel. Duties include preparation and administration of budgets, selection, motivation, training, evaluation, and termination of employees. Duties require that long range goals and objective be established. This position is supervised by program leadership.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Five (5) years of related experience required. Experience to include two (2) years in Cherokee Studies, linguistics, grammar, or Cherokee History. Experience to include one (1) year in a supervisory or management position.
Education:	Bachelor's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must possess CPR/First Aid Certification. Incumbent shall submit to and be certified to work with children by the NC Department of Health and Human Services, Criminal Records Unit.

KNOWLEDGE, SKILLS, & ABILITIES

Position Description

Key Job Knowledge:

- Requires the ability to plan and implement a language program based on learner level.
- Must be able to operate a computer, specifically Microsoft Office and basic graphic programs such as Publisher.
- Must be able to read and write in Cherokee syllabary.
- Must be able to prepare and professionally present on a variety of topics related to Cherokee language, culture, and history.
- Must be able to effectively, professionally, and with thorough research give presentations to various schools.
- Must be a good steward of the Tribe's assets.
- Must be familiar with finance management software.
- Six (6) months to twelve (12) months in the position would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

Must be accurate in translations, consulting with other speakers to ensure proper or the most common dialect is used when preparing materials for immersion. Editing and proofing with extreme care is required.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Has significant contact with community members, elders, youth, and political figures on the Federal, State, and local level. The nature of the work requires professionalism, finesse, tact, courtesy, and business etiquette.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has significant contact with data which would be considered to be of a confidential nature. Must adhere to all Tribal confidentiality policies and procedures, including internal policies.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

Master's Degree in related field.

WORK ENVIRONMENT

Work Environment: Works primarily within a business office environment with occasional visits to field operations which have varied conditions.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must be able to lift in excess of 20 pounds as needed in setting up events. Close concentration and attention to detail are required while performing duties of the job. Duties routinely require sitting, reaching, speaking, and hearing.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

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- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Manager - Snowbird Language & Culture** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date