

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.
Posted 8/19/2025 . Position Closes 9/2/2025 .

Position Title: TED Project Coordinator

Department: Land Language & Cultural Department

Immediate Supervisor: Land, Language & Cultural Director

Position Supervised: None

General Statement of the Responsibility:

The TED Project Coordinator will oversee and manage the education program of the Seneca Cayuga Nation. This leadership position is responsible for developing and administering educational initiatives that promote academic success, cultural preservation, and language revitalization. A key duty includes creating a culturally relevant Cayuga Language curriculum for high school students in an online learning format. The Project Coordinator will also serve as a liaison between Educational Institutions, Tribal Departments, and Native communities.

Specific Areas of Responsibility:

- Develop and implement an Educational Code aligned with the goals of the Seneca Cayuga Nation.
- Design, develop, and implement an online school curriculum to teach the Cayuga Language in collaboration with language speakers, educators, and cultural preservation teams.
- Supervise and support Certified Online Classes with BIA funded Schools and Seneca Cayuga Nation's Tribal Membership.
- Coordinate Scholarships, Education Code, Curriculum development, student support services.
- Foster strong partnerships with local, state, and tribal schools, colleges, and universities.
- Advocate for tribal students' educational rights and opportunities.
- Provide regular reports, proposals, and updates to the Business Committee and Tribal Administration.
- Ensure program compliance with federal, state, and tribal education regulations.
- Manage department budgets, grants, and reporting requirements.
- Travel as needed for conferences, school visits, and tribal education meetings.
- Other duties as assigned.

Qualifications and Requirements:

- Bachelor's degree in education, Indigenous Studies, Curriculum Development, or a related field (Master's degree preferred).
- Valid teaching certificate or licensure.
- Minimum of 3 years of teaching or education leadership experience.
- Demonstrated experience working with Native American students and communities.
- Knowledge of Native American cultures, with preference given to Seneca Cayuga Nation or other Haudenosaunee Nations.
- Experience in curriculum development and online learning platforms.
- Excellent communication, leadership, and organizational skills.
- Must possess general operating knowledge of various computers, software programs, and office equipment and above average typing skills.
- Must maintain excellent customer service skills and the ability to effectively handle satisfied and unsatisfied patrons alike in a polite and professional manner.
- Acknowledges self-responsibility to respect the confidentiality of the employee, client and department records.
- Must be a self-starter with the ability to perform with little to no supervision.
- Must possess a valid driver's license and be able to travel.
- Must successfully pass a pre-employment background and drug screening.

- Further acknowledges that if the employee is found acting indiscreetly with confidential material or not protecting the privacy of an employee, client, department or others through their actions, employee will be dismissed from employees job immediately and may be prosecuted under the Privacy Act of 1974, 5 U.S.C. Section 52a as amended and/or HIPPA enacted by Congress in 1996.

Tribal/Indian preference will be observed in the filling of this position.