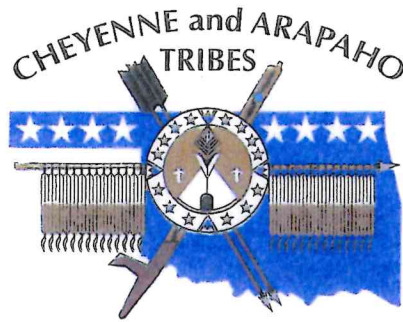


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Cultural Outreach Specialist
PROGRAM: Prevention
DEPARTMENT: Health
STATUS: Permanent Part-Time Status
LOCATION: El Reno, OK
ISSUE DATE: July 1, 2025

OPEN UNTIL FILLED

Under the supervision of the Prevention Program Director, this *part-time* incumbent is responsible for overseeing the Circle of Culture Program that focuses on traditional and sacred tobacco usage within tribal communities. The position is responsible for planning, coordinating, and implementing educational, cultural and outreach activities that distinguish traditional tobacco from commercial use.

DUTIES:

- Engage elders, cultural leaders and knowledge keepers to support intergenerational learning and program efforts.
- Partner with tribal members and tribal programs to integrate cultural teachings around the use of traditional tobacco.
- Implementation of pre surveys and post surveys within communities.
- Develop commercial tobacco use prevention messaging and ensure dissemination of these messages.
- Monthly reports on program efforts will be required.
- Provide tobacco education to partnering schools during the 2025-2026 school year.
- Assist with quarterly financial and programmatic reports, that provide sufficient detail to account for expenditures and demonstrate alignment with the approved budget.
- Develop a tracking system to collect number of prevention activities, outreach activities, and the numbers of youth and adults served or reached.

SKILLS:

- Strong knowledge of cultural traditions and traditional tobacco.

- Excellent verbal and written communication skills.
- Must be willing to travel locally and regionally as needed.
- Understanding the difference between traditional and commercial tobacco and its importance in tribal communities.
- Skilled in community engagement and facilitation within youth and elders.
- Ability to engage and connect with tribal members and communities.
- Proficiency in program planning, data collection, and evaluation.
- Maintain confidentiality of all information received.

QUALIFICATIONS:

- High School diploma or GED required; Associates Degree preferred.
- Experience in Public Health, Community Health or related field.
- Have knowledge of database resources, and ability to work with multiple community, state, tribal, and outside agencies to coordinate and develop program activities
- Cheyenne and Arapaho preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov