

PERSONNEL



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Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Cheyenne Junior Apprentice (2)
PROGRAM: Cheyenne Language and Culture Program
DEPARTMENT: Language and Culture
STATUS: Permanent, Full- Time

Location for Cheyenne Junior Apprentice: Cheyenne and Arapaho service area, including Clinton, Concho, El Reno, Geary, Gracemont, Hammon, Seiling, Weatherford **Main office: Concho**

ISSUE DATE: September 16, 2025

OPEN UNTIL FILLED

Summary: This position falls directly under the supervision of the Language Coordinator. The Junior Apprentice will work fulltime in learning and teaching Cheyenne in various communities. The goal of the program is to create functionally fluent speakers and to create a positive cultural environment for language learning to occur. Junior Apprentices must demonstrate a commitment to learning the Cheyenne language in his/her personal life as well as professional life and must be able to serve as a role model for other language learners. Will be required to become certified under the Oklahoma State Department of Education for world languages after passing the Language Program's requirements. 1-year permanent position.

Description of Duties:

- Speak only Cheyenne during allotted immersion session, no English.
- Attend all immersion sessions on time and prepared to learn; 4-hrs per day, 5days a week.
- Take notes and record the immersion sessions on a rotating basis with other Junior Apprentices.
- Study independently approximately 10 hours per week.
- Maintain Cheyenne only language during car travel for project activities.
- Research and maintain Cheyenne language archive for all Apprentice's use.
- Attend and/or teach language classes in tribal service area
- Will be required to work outside normal weekday hours of 8:00 am to 5:00 pm.
- May be required to work some weekends
- Other duties as assigned

Qualifications Required:

- High school degree or GED required
- Experience learning Cheyenne, Arapaho, or another foreign language.
- Experience teaching or leading a group of people.
- Ability to use language related technology, such as recording devices, video conferencing tools, and electronic dictionaries.
- Ability to track data and monitor progress using simple spreadsheets.
- Ability to work on a flexible schedule according to the availability of Master Speakers.
- Ability to work with children, adult learners, and elders.

- Excellent communication and interpersonal skills.
- Must be able to pass a background check.
- Must have valid Oklahoma driver's license
- Must have clean driving record

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