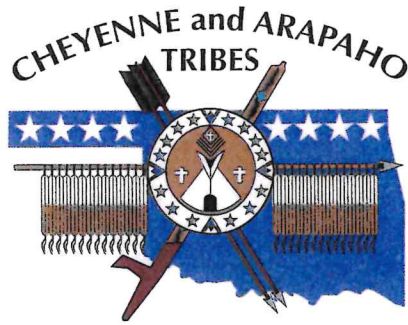


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Coordinator, Office of Tribal Council
LOCATION: Annex Bldg. #209, Concho Campus
REPORTS TO: Tribal Council
ISSUE DATE: August 10, 2026 **CLOSING DATE:** August 28, 2026 at 5:00PM
PAY RANGE: Tribal Council Budget Salary
JOB STATUS: Full- Time/ Exempt

GENERAL DESCRIPTION:

The Coordinator will be employed by the Cheyenne and Arapaho Tribes Tribal Council. An application and resume must be submitted to the C&A Personnel Office. Per the C&A Constitution, All applications for the Tribal Council Coordinator will be published 30 days prior to the Annual Tribal Council meeting. The Tribal Council Coordinator will be selected by voting process at the Annual Tribal Council Meeting.

DESCRIPTION OF DUTIES:

Constitutional Requirements:

- A. Provide notice of all Regular Meetings and Special Meetings of the Tribal Council, at least Fifteen days before meeting.
- B. Receive a copy of decisions and minutes of each Tribal Council meeting from the Secretary selected by the Tribal Council.
- C. Accept all proposed Resolutions at least thirty days before each Annual Meeting or Special Meeting of the Tribal Council.
- D. Publish all proposed Resolutions which are submitted at least thirty days before the meeting.
- E. Accept Petitions to repeal an enacted law of Resolution at any time.
- F. Prepare agenda for Annual or Special Meetings of the Tribal Council.
- G. Compile all approved laws and Resolutions within ten days of passage.
- H. Code all Laws and resolutions within ten days of passage to be published.

Continued –

POSITION: Tribal Council Coordinator

REQUIREMENTS:

18 YEARS OLD OR OLDER

Must be an enrolled member of the Cheyenne and Arapaho Tribes.

HOW TO APPLY FOR THE POSITION:

Fill out job application and submit w/ resume to the Personnel Department.

Cheyenne and Arapaho of Oklahoma

PERSONNEL DEPARTMENT

PO Box 38

Concho, OK 73022

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