

Language Coordinator #2017-50. This position will provide overall daily management of the department's developmental activities. The coordinator will be primarily responsible for coordinating the activities of the staff, volunteers, consultants, contractors, and interns of the Sauk Language Department towards the long-term objectives of documenting, promoting, and reviving the Sauk language. This position will provide administrative support to the Director and other team members of the Sauk Language Department including assisting them with scheduling meetings, advertisement, word processing, purchasing, assists in language activity planning, promotion, and implementation, and other duties as assigned. Maintains the administrative records of the department and serves as primary point of contact between the Sauk Language Department and tribal members, other language programs, and other departments of the Sac and Fox Nation. Bachelor's Degree in Linguistics, American Indian studies, Education, English, Communications, or related field is required. Experience working with Microsoft Office is required. One or more years work experience in a tribal program, one or more years' experience in project management, and/or one or more years' experience in language materials development are preferred.