



CHAHTA IMMI CULTURAL CENTER
MISSISSIPPI BAND OF CHOCTAW INDIANS
PO BOX 6010
CHOCTAW, MS 39350
Phone: (601) 663 – 7735

JOB ANNOUNCEMENT # 096098

POSITION TITLE: Chahta Immi Cultural Center Coordinator

OPENING DATE: **SEPTEMBER 16, 2024** **SEP 16 2024**

CLOSING DATE: **SEPTEMBER 30, 2024 OR UNTIL FILLED**

SALARY: Grade 17

SUPERVISOR: Department of Chahta Immi Director

EMPLOYMENT TYPE: Regular Full-time; Exempt

LOCATION: Chahta Immi Cultural Center - Choctaw Shopping Center

Scope of Service and Effect :

CICC Coordinator is responsible for the operation, management and fiscal accountability of the Chahta Immi Cultural Center. The CICC Coordinator will serve as overseer of Museum and Archival services to include staff and all holdings of the Chahta Immi Cultural Center. The CICC Coordinator is responsible for safeguarding and making available its records for disseminating historical and cultural information regarding the Mississippi Choctaw and their life ways. Upon request, the CICC Coordinator is duly responsible to provide information to users of the Tribal Museum and Archival Holdings, including the Tribal Chief and Administration as well as the Tribal Council.

Duties and Responsibilities :

1. Oversees the administration of the Chahta Immi Cultural Center.
2. Oversees Chahta Immi Cultural Center personnel.
3. Manages the Chahta Immi Cultural Center budget.
4. Works collaboratively to develop long-range planning to sustain and expand program services.
5. Pursues grants, prospective donors and other development opportunities to further the goals of the program.

6. Ensures that Chahta Immi Cultural Center staff adhere to the program's policies and procedures as adopted by Tribal Council.
7. Provides outreach services and activities that draw local, state, and national audience in to use its facilities and research its collections.
8. Leads collection and preservation assessment activities including gathering of collection statistics for annual in-house reporting.
9. Maintains positive working relationships within the DCI programs, MBCI Programs, outside entities, general public and the communities for collaboration and effective use of the resources and services of MBCI.
10. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals, publications, and discussing areas of mutual interest with peers in the field.
11. Assist educators in development of enrichment activities for Choctaw Historical and Cultural awareness.
12. Provide consultation services to tribal programs, communities, and outside organizations on professional techniques and methods of archiving, documenting and protecting cultural properties.
13. Provide needed assistance for cultural programming at all Choctaw communities and Choctaw Tribal Schools.
14. Travel to presentations, demonstrations, and services in support of the Department of Chahta Immi and partnerships within the state of Mississippi.
15. Perform other duties as assigned by Department Director

Qualifications :

Degree

- Must have a Bachelor's Degree in Library and Information Science, Business Administration, MBA or 2 year equivalent from an ALA – accredited program with minimum 3 years experience or minimum 5 years' experience in administering a Museum or Archives program.

Experience

- Commitment to high museum and archival standards.
- Effective written and oral communication skills.
- Demonstrable computer and information technology skills.
- Must have great inter-personal skills.
- Effective financial management of program accounts.

Requirements

- Must be knowledgeable in working with Microsoft programs (Word, Excel, PowerPoint, Access)
- Ability to speak/understand Choctaw and/or English.
- Ability to work in an organized, careful and meticulous manner.
- Ability to work effectively with others.
- Must be able to lift and carry 15 lbs.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350