



The Mohegan Tribe Job Posting for Open Position(s)

Position: Cultural & Community
Programs Coordinator

Date Posted: April 8, 2014

Department: Cultural & Community
Programs

Date Closed: April 22, 2014

Shift: Day

Status: Full-Time

Summary of Job Description:

The incumbent in this position is responsible for the successful planning and coordination of the annual Wigwam, Intertribal Socials or assigned events, as well as researching and preparing presentations on cultural topics.

Minimum Requirements:

- Knowledge of Woodland Indian history and ceremonies
- Aptitude for language and research
- Strong oral communication skills, including the ability to present to groups
- Strong interpersonal skills, including the ability to handle difficult situations and individuals
- Effective communication skills with internal and external parties
- Intermediate computer skills in Word, Excel and Power Point
- Ability to work independently, set priorities and organize work
- Ability to work with all age groups including Mohegan Elders and Youth
- Proficiency in organizing and planning events
- Bachelor's Degree and one (1) year related work experience in large-scale event planning
~OR~
- High School Diploma and five (5) years related work experience including one (1) year in large-scale event planning
~AND~
- Experience in conducting and presenting research on cultural and historical topics
- Prior supervisory experience
- Successful candidate must pass the background check and continue to be eligible for employment in accordance with the Mohegan Tribe's Indian Child Protection and Family Violence Prevention Policy (Policy #80)
- Ability to maintain a flexible work schedule
- Valid motor vehicle operator's license from state of residence

The Mohegan Tribal Government is committed to Native American Preference and is an Equal Opportunity Employer.