



**NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA  
JOB DESCRIPTION**

**Job Title:** Language Coordinator

**Salary Scale:** \$17,680 (TNGF)

**Department:** Environmental Protection

**Status:** Part-Time

**Reports To:** Director

**JOB SUMMARY**

This position is on a part-time basis and is located at the North Fork Rancheria of Mono Indians of California (NFR), Environmental Protection Department (EPD). The job focuses on developing and coordinating language activities for the tribe. The Language Coordinator is under the general direction of the Heritage Manager. This position requires a positive attitude and a professional demeanor.

**DISTINGUISHING CHARACTERISTICS**

Position requires the ability to research, archive, and build Mono language capacity for the tribal community using existing and new methods of knowledge sharing. Knowledge and understanding of Western Mono culture is essential.

**ESSENTIAL JOB FUNCTIONS**

While the essential functions outlined below describe a significant portion of this positions assigned responsibilities, other functions and accountabilities may be assigned from time to time as the Tribe deems necessary.

- Develop language learning activities with the tribal community
- Coordinate and collaborate with existing Mono speakers to archive language
- Implement weekly and monthly language courses
- Coordinate with other tribal programs to promote language
- Provide monthly report as required
- Implement Tribal Heritage Strategic Plan
- Perform limited administration duties in an office setting
- Research grant opportunities

**REQUIRED KNOWLEDGE AND SKILLS**

Fluent or semi-fluent in the Mono Language.

**ADDITIONAL REQUIREMENTS**

The individual must possess a valid California Driver's License and must be capable of passing a pre-employment drug screen, a criminal background investigation and mandated reporter training. The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity. Indian Preference applies to those who are qualified.

## EDUCATION AND EXPERIENCE

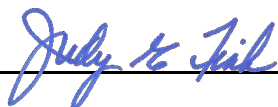
A high school diploma, or GED or Associates/Bachelors degree, from an accredited college, with major course work in linguistics.

## ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to bend, stoop, squat, crouch or kneel, and occasionally will sit and talk and hear. The employee is frequently required to walk short or long distances, categorized as easy to arduous hiking; use hands to operate, finger, handle, or feel objects, tools, or controls,; and reach with hands and arms. The employee must occasionally lift, carry and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet. Occasionally, employee will be exposed to various weather conditions or minor hazards (heat, cold, rain, snow, wind, biting/stinging insects, branches, poison oak, uneven terrain, etc.); Elevation may range from 500' to 5,000'.

## Approvals

Signature: \_\_\_\_\_



Judy E. Fink

Title: Tribal Chairperson

Date: 04/28/2020

Date Adopted by Tribal Council: April 16, 2020