

Burns Paiute Tribe

Education Program Manager

Job Title: Education Program Manager

Department: Culture and Heritage

Reports to: Culture and Heritage Director

FLSA Status: Exempt

Opens: June 27, 2025

Closes: Open Until Filled

Salary: GS 9/10 DOE

POSITION SUMMARY

The Burns Paiute Tribe Culture & Heritage Dept. team seeks an Education Program Manager with a deep affinity for the organization's mission and commitment to supporting Native American youth through pre-k, k-12, and the college-going process, as well as providing leadership in other tribal educational goals for birth to Elder education and training efforts.

The Education Program Manager supports leadership development and builds relationships with key stakeholders, including the Burns Paiute Tribal community and external partner organizations focusing on equity in education. The Education Program Manager connects the Burns Paiute tribe with other partners to move forward organizational policy and program initiatives, thereby increasing the impact and visibility of this work.

The Education Program Manager will provide support to the Culture & Heritage Dept. Director on leadership development and community engagement programs. These programs build an understanding of education policy and advocacy in groups of diverse stakeholders, including experienced education professionals, tribal community households, and college students.

DUTIES and RESPONSIBILITIES

- Design content for training to respond to current needs and best practices in education leadership and advocacy.
- Deliver training on-site and remotely (online learning).
- Lead operations/logistics for training, and maintain ongoing communication with program participants, including technical assistance.
- Manage relationships with partner leadership, affiliates, and other critical stakeholder groups involved in education equity.
- Coordinate project-related activities, including convenings, training modules, and alumni events for Burns Paiute education affiliates.
- Create scope and sequence and curricular materials to support leadership development.
- Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
- Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
- Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
- Implement a productive management system of effective staff utilization and sound budget practices.

- Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Education Program's strategic plan.
- Supervise implementation of appropriate tribal policies and procedures with the program environment.
- Establish an on-going system of progress evaluation for the program and components of program.
- Plan and implement program objectives and operational goals.
- Manage the daily efforts of the program including supervising and mentoring staff, program planning and administration of the Education Program; support the improvement of the Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
- Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
- Encourages each staff member to reach their full potential in the Education Program.
- Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
- Implement a productive management system of effective staff utilization and sound budget practices.
- Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Education Program's strategic plan.
- Supervise implementation of appropriate tribal policies and procedures with the program environment.
- Establish an on-going system of progress evaluation for the program and components of program.
- Assist planning and implementation of program objectives and operational goals in communication with the Department Director.
- Maintain strict confidentiality of sensitive and/or intellectual property information that may present itself during program activities.
- Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.
- Maintain complete records of progress and outcomes of assigned program objectives.
- Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
- Participate and be engaged in the short, midrange, and long-term education team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
- Work in cooperation with the Language Program Team to incorporate language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.
- Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
- Writing grant applications toward subsequent program funding.
- Perform other related duties as deemed necessary and assigned.
- Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

REQUIRED QUALIFICATIONS AND EDUCATION

- M.A./M.S. degree in Education, Communications, or a related field from an accredited College or University is required.
- Minimum of five (5) to seven (7) years of relevant experience in an education-related setting.

- Robust understanding of Native American communities, commitment to social justice, and the Burns Paiute tribal mission.
- Experience with curriculum and program development.
- Excellent written skills and the ability to produce work products suitable for a wide array of audiences.
- Ability to read and synthesize policy analysis and advocacy materials quickly and summarize key ideas or talking points for diverse audiences.
- Strong presentation/training skills, including digital platforms.
- Strong cross-cultural communication skills.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities, and deadlines, working both independently and as part of a team.
- Ability to work effectively with diverse constituencies and in a variety of situations.
- Strong organizational and administrative skills and attention to detail; organized, and a quick learner.
- Excellent verbal communication skills and ability to present the Education Program of the Burns Paiute Tribe effectively in various settings.
- Ability to self-start as well as communicate effectively across multiple teams and with multiple staff members in various settings and geographical locations.
- Familiarity with Native American communities and Native American nonprofit organizations.

OTHER DESIRED QUALIFICATIONS

- Ability to read, write and speak Northern Paiute proficiently is preferred.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

Return completed Burns Paiute Indian Tribe Application, Cover Letter, resume and transcripts, to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: HR@burnspaiute-nsn.gov

Job Application: [BPT Application](#)