

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: MAKERSPACE COORDINATOR
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME WITH POSSIBILITY OF FULL-TIME
(SEMI-PERMANENT – ENDING AUGUST 31, 2024)

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the direct supervision of the Myaamia Heritage Museum & Archive Manager and the indirect supervision of the Cultural Resources Officer. This position will be located at the Ethel Miller Moore Cultural Education Center. This position is grant-funded and will end August 31, 2023.

MAJOR JOB FUNCTIONS:

- Coordinate the opening of the new makerspace at the Ethel Miller Moore Cultural Education Center.
- Purchase and maintain art, STEM supplies and library materials and organize the space.
- Collaborate to create appropriate STEM activities.
- Learn appropriate use and maintenance of makerspace equipment and software. (3-d printer, laser cutter, vinyl cutter, rotary tool, etc.)
- Plan programming and facilitate use of the makerspace,
- Assist patrons with technology and maker resources.

OTHER JOB FUNCTIONS:

- Administer social media presence of the Makerspace.
- Promote makerspace use through outreach to potential partners.
- Collaborate with community organizations to provide makerspace resources as appropriate.
- Clean and maintain facility.
- Correctly handle monetary and non-monetary donations.
- Keep use statistics and write reports according to grant requirements.
- Other duties as assigned.

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent. Preferred post-secondary education in fields of education, arts, information science, or library science.
- A minimum of two years-experience working in a learning environment or related field.
- Must be computer literate specifically with Microsoft Office. Preferred experience with graphic design software.
- Must have flexibility to work some evening or weekend hours.
- Must possess high integrity regarding confidential and sensitive information.
- Must possess excellent communication skills, both written and oral.
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines.

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

- Must have the ability to work well with a team.
- May be subject to criminal background investigation.
- Must possess a driver's license and be insurable.
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment.

PHYSICAL REQUIREMENTS:

- Must have the physical ability to assemble furniture and lift 20 pounds
- Ability to set and stand for periods of time
- Must be physically able to perform the duties of the position
- Adhere to work rules and policies and procedures
- Adhere to all applicable safety guidelines and regulations

CONDITIONS OF EMPLOYMENT

- Semi-permanent grant funded position ending August 31, 2024, or subject to grant continuation

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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