



<https://northernarapaho.com/?jobs=northern-arapaho-477-biixoo3etiit-program-director>

Northern Arapaho 477 Biixoo3etiit' Program Director

Description

Northern Arapaho Tribe

Notice of Employment

Position: Northern Arapaho 477 Biixoo3etiit' Program Director (Full Time- Regular)

Program: Northern Arapaho 477 Biixoo3etiit' Program

Salary: DOE

Opening: October 14, 2026 **Closing:** Open Until Filled

Hiring organization

Northern Arapaho Tribe

Employment Type

Full-time

Job Location

230 W Main, Riverton, WY, US

Working Hours

8am- 5pm mon-fri

Base Salary

\$ doe

Date posted

October 14, 2026

Job Summary

Under the general direction of the N. Arapaho Chief Operations Officer, and the Northern Arapaho Business Council to inform, report and implement activities for program operations.

The 477 program serves Native families on the Wind River Reservation and surrounding areas. This position is responsible for development and implementation of policies and procedures, planning, budgeting, reporting, and other administrative and management activities to support the staff and program activities. The director is responsible for maintaining 477 goals, key barriers facing clients while supporting staff to foster an environment of growth and professional service both internally and externally.

Essential Functions

1. Assist staff in planning and implementing educational and vocational programs to enhance self-sufficiency.
2. Work cooperatively with program administrators to keep them informed of any changes and operations of the program.
3. Regularly review and monitor work participation rates, MER processing, case counts, supportive services and other case management activities.
4. Responsible for implementing and recommending updates or revisions to the 477 plan policies and procedures.
5. Updates and informs N. Arapaho COO and NABC of program progress monthly.
6. Promotes 477 programs through ongoing interaction and collaboration with tribal and non-tribal organizations and community partners.
7. Represents the 477 programs at community functions, engaging local, state, and national meetings, events, and presentations.

8. Enhances professional growth and knowledge with staff by attending meetings, conferences and workshops.
9. Maintain confidentiality of all privileged information.
10. Perform other duties as assigned by COO or NABC

Job Requirements and Qualifications

Education

Minimum Associates Degree and three (3) years working experience in human services, social work, sociology or related field.

Preferred – Bachelor's Degree in Public Administration, Human services, Budget and Program Management, two (2) years supervisory/management experience; or any equivalent combination of education and/or experience that provides the required knowledge, skills and abilities to perform the duties of the position.

Knowledge, Skills & Abilities

Knowledge of:

- Federal, state and local public assistance rules, regulations
- Native American history, culture, politics of the N. Arapaho, E. Shoshone and Federally recognized tribes.
- Public Law 102-477 Employment Training and related services.
- Good communication and writing skills.
- Preparation of annual report and narrative.
- Budget preparation and administration.

Ability to:

- Work with a positive and confidential manner with staff and Clients.
- Analyze problems, policies and procedures, make sound decisions, and take appropriate actions.
- Work as a team with Administrators to make appropriate decisions within the program.
- Work independently and meet strict timelines.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Maintain a Valid Driver's License
- Report to work, on time and prepared to perform the duties of the position.
- The ability to work effectively with people from diverse culture, ethnic and socio-economic backgrounds.
- Travel between work sites may be requested to assist staff or clients at the satellite office in Ethete.
- Develop and maintain a relationship of trust, confidence, good rapport with staff, Tribal administration and community,

This is a safety sensitive Job Position

The Northern Arapaho Tribe uses Indian Preference in accordance with Federal Law in all hiring and retention

How to Apply: Complete Northern Arapaho Tribal Application form and submit to the N.A.T. Human Resources: P.O. Box 396, Ft. Washakie, WY 82514 or submit in person to Human Resources located at the Tribal Complex Building, 533 Ethete Rd,

Ethete, WY.

Applications can also be obtained on our website at www.northernarapaho.com and click on online job application. For more information call 307-332-2499. Fax to: 307-335-3596