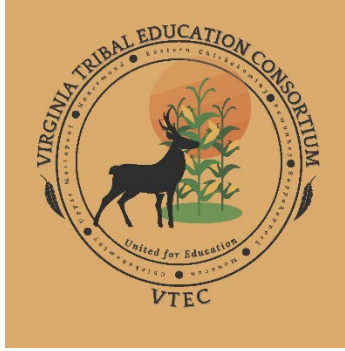




Virginia Tribal Education Consortium, Inc Vacancy Announcement

Open Position: VTEC Career and Technical Education (CTE) Liaison (temporary position through 9/29/2026)

Position Location: Hybrid work arrangement with the VTEC office located in Ashland, VA. Travel is required within the Virginia territory of the seven VTEC member tribes with regular travel to participating schools, employers, and community organizations.

Summary: The VTEC CTE Liaison will promote relationships between educational agencies, tribal governments, employers, and non-profits, with a focus on increasing access to high-quality career pathways, addressing barriers to success, and ensuring long-term sustainability of CTE programming for Virginia's Indian Citizens.

Position Responsibilities:

- Collaborate with Local Education Agencies (LEAs) and tribal education departments to establish and implement processes that ensure accurate identification of eligible Native students.
- Develop outreach materials and strategies to promote informed self-identification among Native students, ensuring access to Title VI services and supports.
- Serve as a standing member of LEA Indian Parent Committees to ensure ongoing, two-way communication between families, schools, and CTE partners.
- Organize family engagement events and workshops to raise awareness of CTE programs, credentialing opportunities, and literacy-aligned initiatives for Native students.
- Establish and formalize partnerships with tribal and non-tribal employers to create opportunities for internships, job shadowing, and pre-apprenticeships.
- Prioritize partnerships that focus on high-wage, in-demand occupations that align with tribal economic development priorities.
- Provide personalized support to Native students enrolled in CTE programs, helping them navigate career pathways, credentialing options, and literacy supports.
- Collaborate with state workforce agencies and non-profits to offer targeted advising, credential planning, and literacy screening to ensure students succeed in CTE programs.
- Build and maintain long-term partnerships, including those with tribal governments, LEAs, businesses, state agencies, and non-profit organizations.
- Formalize agreements and partnerships to ensure the continuation of CTE-related services beyond the life of the grant.

Position Requirements:

- Experience in educational program coordination, career development, or workforce partnerships, with a preference for experience in American Indian communities or tribal education systems.

- Demonstrated ability to build relationships with diverse stakeholders, including tribal governments, educational agencies, employers, and non-profit organizations.
- Excellent written and oral communication skills;
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, Teams);
- Ability to work effectively with Tribal Government, citizens, and departments, as well as outside agencies and organizations, including local, state, and federal agencies;
- Ability to maintain confidentiality;
- Ability to work remotely as directed;
- Ability to work nontraditional hours as needed (evenings, weekends, etc.);
- Ability to prepare reports and correspondence;
- Must be willing to complete a criminal background check and verification of driving record.
- Knowledge of Career and Technical Education (CTE) programs, including industry-recognized credentials, workforce development, and educational best practices.
- Experience with family and community engagement, particularly within American Indian populations.
- Familiarity with federal, state, and local educational systems, as well as Title VI requirements and American Indian education policies.
- Cultural competence and understanding of the unique needs of Virginia Indian students, families, and communities.

Position Qualifications:

- An associate's degree is the minimum education requirement. However, a bachelor's degree in education, Workforce Development, Business Administration, or a related field is preferred;
- Experience working with Tribes is a bonus, but not a prerequisite;
- Consideration of qualifying combinations of experience, education, and/or training that may satisfy the minimum requirements are at the discretion of the hiring manager.

Salary and Benefits: The salary range for this position is \$78,000-\$82,000 based on experience.

No benefits will be paid for this position.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications will be accepted until the position is filled.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Virginia Tribal Education Consortium
ATTN: Reggie Stewart
10469 Atlee Station Road
Ashland, VA 23005
- Applications may also be emailed to Reggie.Stewart@vtecinc.org.
- The Virginia Tribal Education Consortium observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Citizens of a VTEC member tribe
 - Citizens of other federally recognized Indian Tribes
 - General applicants