



Cow Creek Government Office

Position Description

Position Title: Cultural Resource Coordinator

Department: Cultural-Resources

Reports To: Cultural Resources Program Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE: The Cultural Resource Coordinator is a full-time position that will advise, direct, support and manage multiple programs that fall under the Cultural Resource Department/ Cultural Program. The Coordinator is responsible for assisting in promoting Tribal culture and history, and will help establish and manage policies, guidelines and processes related to cultural education, ceremonies, activities, and events; plan, organize, coordinate and implement educational programs, series, and speakers for the dissemination of cultural knowledge; conduct cultural research; and, coordinate, develop, and implement language program for Tribal members. Position may also be scalable to accommodate additional purposes over time.

ESSENTIAL FUNCTIONS:

- Manage all issues related to tribal cultural education resources and activities – both internal and external to the tribe;
- Assist with the management of the cultural archives and materials;
- Coordinates research on tribal culture, traditional lifeways, & ceremonies, and manages associated staff;
- Coordinates the development of policies, procedures and processes for applicable cultural resource programs;
- Maintains appropriate financial, procurement, and other records to report applicable expenses;
- Collaborates with cultural resource consultants, contractors, and other Tribal departments and programs as needed;
- Performs grant writing and reporting, including budget adjustments, programmatic reporting, financial reporting, and reporting related to program activities;
- Develops partnerships and collaborations with appropriate educational, professional, Tribes, and business entities as needed ; and,

QUALIFICATIONS:

- Any combination equivalent to: bachelor's degree in Archaeology, Anthropology, Education, History, Native American Studies or related cultural resources field.
- Experience working with Tribal governments, and Communities preferred
- Knowledge of Cow Creek Tribal history and culture
- Has the ability to perform and understand many aspects of cultural archive work, and research.
- Valid Oregon Driver's License

OTHER SKILLS AND ABILITIES:

- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions and work under changing deadlines.
- Ability to use tact, discretion, and courtesy in dealing with the Tribal membership, public, and others encountered in the course of the work.
- Ability to follow instructions; responds to management direction and adapt to frequent changes, delays, and unexpected events.
- Able to learn and follow complex written policies, procedures and compliance guidelines.
- Thorough knowledge of the region and socio-economic and cultural variables impacting the people and area therein.
- Knowledge of planning, developing and monitoring budgets.
- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Must have strong time management skills.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Proficiency with Microsoft Suite including Word, Outlook, Project, Excel and PowerPoint, electronic data base management and related software. Create spreadsheets, maintain databases.