



## **Cow Creek Government Office**

### **Cultural Programs Coordinator**

Job Code: 1807  
Department: Cultural-Resources  
Location: Roseburg, OR  
Minimum Hourly: \$20.57

#### **POSITION PURPOSE:**

The Cultural Programs Coordinator 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.

## QUALIFICATIONS:

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