

anySITKA TRIBE OF ALASKA
Job Description
JOB TITLE: Cultural Resource Coordinator

Exempt: No	Hourly Wage: \$19.00 – \$23.00/hr (part-time)
Department: Resources Protection	Funding: Compact/Grant Funded
Reports to: Resources Protection Director	Hours: 8:00am-4:30pm
Prepared by: Resources Protection Director	End Date: December 31, 2016/with potential to extend indefinitely
Approved by: General Manager	Date: October. 7, 2016

I. SUMMARY

The Cultural Resource Coordinator is responsible for development and implementation of cultural resources programs, administration and implementation of all cultural resource grant funded projects, assisting the department Director in the protection of culturally significant sites and objects, and working with clans and cultural bearers to ensure that all cultural issues are addressed in a culturally appropriate manner.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

A. General Responsibilities

1. Co-staffing the Cultural, Customary and Traditional (CC&T) Committee.
2. Securing, implementing, and reporting on cultural related grant funded projects.
3. Coordinate Native American Grave Protection and Repatriation Act (NAGPRA) consultations, repatriations, and reburials.
4. Conducting cultural and historic research.
5. Recording/archiving research data in hard copy and/or electronic format.
6. Maintain a positive relationship with local clan leaders and cultural bearers.
7. Other duties as assigned.

B. Reports, Meetings, and Other

1. Work with direct supervisor to coordinate and host CC&T Committee meetings (draft agenda, write meeting minutes, secure/prepare meeting meals, etc.).
2. Attend all meetings hosted by the Sitka Tribe of Alaska (STA) and outside entities (Sitka Historic Preservation Commission, Forest Service, Sitka National Historic Park, etc.) that address Native cultural resources within the Shee'tka Kwaan.
3. Apply for, implement, and report on all cultural related grants.
4. Respond to questions/comments in a courteous and timely manner.
5. Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
6. Attend STA all staff meetings.

III. MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in anthropology, archeology, or similar related field

OR

- High school diploma and at least two years equivalent experience demonstrating strong research and writing skills.

AND

- A strong understanding of local Native history, clans and cultural protocols.

Experience, knowledge, skills and abilities:

- Strong computer skills
- Strong technical writing skills and ability to communicate clearly and effectively
- Experience conducting oral history and historical document research
- Detailed knowledge of lands and clans within the Sheet'ka Kwaan
- Direct experience working with NAGPRA
- Experience writing, implementing, and reporting on grants

IV. PREFERENCE

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Drug and Alcohol Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor. No individual may fill this position who

- has been convicted of any crime involving a sexual offense

Approved by:

Received:
