



Cow Creek Government Office

Position Description

Position Title: Cultural Activities Specialist

Department: Natural Resources

Reports To: Cultural Programs Manager or Designee

FLSA Designation: Non-Exempt

Date Written/Revised: August 2016

Pay Grade:

POSITION PURPOSE:

The Cultural Activities Specialist is employed full-time to support the Cultural Program's mission to perpetuate and enhance Tribal culture and history. The Cultural Activities Specialist works to revitalize the Tribe's traditional culture through planning and implementing cultural activities and events, connecting its members to traditional foods and resources, and working with other departments, programs and committees to educate the tribal membership.

ESSENTIAL FUNCTIONS:

- Develops and maintains an active annual calendar of cultural activities and events. Tracks participation and actively strives to increase attendance
- Plans, organizes, and implements numerous cultural activities as well as events (often on weekends) including the Winter Gathering, Spring Break Culture Days, and Culture Camp. Duties include but are not limited to identifying activities, obtaining instructors, choosing dates, setting agendas, securing venues, ordering supplies, renting equipment, working with vendors, planning menus, design and dissemination of advertising, coordinating volunteers/assistants, facilitating/participating in the event, etc.
- Manages activity and event budgets and paperwork including contracts, invoices, checks and credit card requests, receipts, expenditure tracking, etc.
- Administers grants as assigned including responsibilities for achieving goals and objectives, grant reporting, budget tracking, etc.
- Works with Tribal Garden to enhance the Traditional Plant Garden for member education activities
- Contributes in the educational outreach to Tribal members and the public, as directed, regarding tribal culture and history including oral presentations and the design and dissemination of educational materials through multiple forms of media such as newsletter articles, flyers, posters, brochures, booklets, emails, Facebook, videos, slideshows, displays etc.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED Certificate (Associates/Bachelor's degree preferred)
- Valid driver's license and clean driving record
- Proven experience with outreach and event coordination
- Ability to work at least one Saturday per month and occasional nights or weekends
- Exceptional time management, organizational, and problem solving skills
- Proficient computer skills including Microsoft Office, Outlook, Publisher, Excel, PowerPoint, etc.
- Excellent verbal and written communication skills
- Possess high level of professionalism in a growing, fast paced, team oriented environment
- Highly driven and self-motivated
- Capability to manage multiple projects independently
- Willingness and ability to learn tribal culture and traditions (existing knowledge preferred)