



## Cow Creek Government Office

### Position Description

**Position Title:** Cultural Arts Outreach Specialist

**Department:** Natural Resources

**Reports To:** Cultural Programs Manager

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 10/27/15

**Pay Grade:** 7

### POSITION PURPOSE:

The Cultural Arts Outreach Specialist is employed to conduct targeted outreach to tribal members located outside of Douglas County to increase tribal member participation in the Cultural Arts Revitalization Project. This position requires extensive travel outside of Douglas County, including after regular business hours and weekends, to conduct Cow Creek Traditional Arts workshops.

### ESSENTIAL FUNCTIONS:

- Identify high density tribal population areas outside of Douglas County
- Generate tribal member interest in Cow Creek history and traditional arts outside of Douglas County through various forms of media (including flyers, letters, newsletter articles, phone calls, emails, Facebook, etc.)
- Plan, organize, and implement cultural workshops in the high density tribal population areas outside of Douglas County.
- Make travel arrangements including transportation, lodging, workshop venues, and meals in support of workshops outside of Douglas County
- Gain commitment from tribal members located outside of Douglas County
- Attain stated goals for tribal member participation in areas outside of Douglas County
- Sustain engagement with interested tribal members located outside of Douglas County
- Other duties as necessary to support the ANA grant

### QUALIFICATIONS:

- High School Diploma or GED Certificate; Associates Degree preferred
- Strong verbal and written communication abilities
- Highly developed professional skills
- Ability to learn and teach cultural arts techniques
- Excellent customer service skills
- Proficiency with computers, Microsoft programs (Outlook, Word, Excel, PowerPoint, Publisher)
- Strong organization skills
- Ability to work independently with limited direct supervision
- Clean driving record
- Existing knowledge of Cow Creek history, cultural arts, and traditional lifeways preferred