



## Cow Creek Government Office

### Cultural Resources Program Coordinator

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

#### POSITION PURPOSE:

The Cultural Resources Program Coordinator is a full-time position that will advise, direct, and support multiple programs that fall under the Cultural Resources 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. 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.
- Coordinates research on tribal culture, traditional lifeways, & ceremonies.
- Coordinates the development of policies, procedures, and processes for applicable cultural 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.
- Develops partnerships and collaborations with appropriate educational, professional, Tribes, and business entities as needed.
- Maintains accurate database of RSVP, attendance, vendors, and supplies.
- Submits monthly reports to Cultural Resources Manager of activities and events.
- Prepares newsletter articles of executed events and activities along with upcoming events and activities.

#### 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, 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 database management and related software. Create spreadsheets, maintain databases.
- Must be able to commute to tribal locations.