

OFFICE OF HUMAN RESOURCES



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Position Job Description

Position: Cultural Information Officer
Department: Pit River Tribe Tribal Historic Preservation Officer Department (THPO)
Reports To: THPO Status: Hourly Part Time
Hourly Rate: *DOE

Position Summary:

The Cultural Information Officer will assist in developing work plans in accordance with the THPO Grant and with the direction of the Pit River Tribal Cultural Committee. This position will be tasked with a specific scope of work funded under this grant and decided upon by the THPO and Pit River Tribe Cultural Resource Committee. Tasks are subject to change when new funding or grant requirements are received.

Responsibilities:

- Collecting, researching, organizing and prioritizing relevant environmental and cultural information on issues for Work Plan Activities;
- Act as liaison between the THPO Department and the Tribe's Cultural Committee by informing and coordinating with Band Cultural representatives about projects in their Band area through distributing information, phone calls and mailings as appropriate, according to the Environmental Department's Policy regarding Cultural Representatives working with the THPO/Environmental Department.
- Community outreach and education, Cultural Representative Meetings, Tribal Council, annual Medicine Lake Tribal Gathering and responsible for disseminating information;
- Build working relationships with land management agencies to further the tribe's cultural environmental and economic goals, through MOU's, MOA's, participating agreements,
- Assist with information gathering, filing, copying, organizing and disseminating.
- Create a monthly calendar, organize field visits for Tribal Bands, and develop an inventory of all documents, artifacts and equipment in the THPO Department and Curation Facility.
- Assist with creating a data base for Tribal Bands, sites, cultural reports archeological reports, GIS mapping (training available)
- Research grants and funding sources

- Coordinate with Tribal Cultural Band Representatives for issues on tribal lands
- Assist with research and comments on issue; write letters attend relevant meetings.

Specific Duties:

- Assist with information gathering, filing, and copying, organizing and disseminating information.
- Create a monthly calendar, organize field visits for Tribal Bands, and develop an inventory of all documents, artifacts and equipment in the Environmental Department and Curation Facility.
- Create a data base for Tribal Bands, sites, cultural reports, archeological reports, GIS mapping (training is available)
- Research grants and funding sources
- Become familiar with existing information and issues; keep a log of issues and actions taken (prioritized during meeting with Coordinator).
- Coordinate with tribal Cultural Band Representatives for issues on tribal lands
- Help with research and comments on issues, draft letters and attend relevant meetings.
- Become familiar with existing MOU's, MOA's, Participating Agreements, Contracts and other agreements between the tribal land management agencies and other entities.
- Stay on top of current agreements and actively pursue projects, contracts and other goals.
- One-hour weekly meeting with the THPO Coordinator
- Other duties as assigned.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

* not to exceed \$20,000 annually as per grant.

Contact:

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Posted date: 10/30/2018

Close date: 11/16/2018 All applications are due in to HR by 5:00pm.