

**Pit River Tribal Office**  
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www.pitrivertribe.org



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez  
Tribal Chairperson

Russell Eleck  
Tribal Vice Chairman

Tracy Eleck  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Gary Wilson Jr.  
Sargent At Arms

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## Position Description

**Position Title:** Cultural Information Officer

**Department:** THPO

**Reports To:** THPO

**Classification:** Part-Time

**Pay:** DOE

**Introduction:** 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)
- 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:
- 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).
- 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.

**Qualifications:**

- Must have a High School Diploma or GED, Business school or an Associate's degree is preferred.
- 2-3 years prior experience in the field is required
- Familiar with grant and contract compliance reporting.
- Familiar with grant contract reporting.
- Must have working knowledge of MS Excel and MS Word applications.
- Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public.
- Must possess a valid California driver's license and be insurable by the tribe's auto insurer.
- Must have reliable transportation and provide proof of auto insurance.
- Applicant must be willing to submit to and pass a pre-employment drug test.
- Must successfully pass a background check before hiring.

**Note:** This position requires an awareness and deep appreciation of Indian traditions, 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, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.