



EMPLOYMENT OPPORTUNITY UPPER SIOUX COMMUNITY

Position: Cultural Preservation Coordinator

Department: THPO

Hours: Full Time

Salary: Starting at \$18, based on experience

Closing Date: Open until filled

EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Intermediate level knowledge of Dakota Culture, Arts and History
- Computer competence – experience with MS Office, esp. Outlook, Word, and Excel, and willingness to learn new programs;
- Communicate effectively, both orally and in writing - generate correspondence, prepare forms, create and maintain lists;
- Attention to detail with a high level of accuracy and organizational skills;
- Ability to maintain confidentiality;
- Valid driver's license and proof of insurance with reliable transportation;
- Committed to be Drug free and submit to random drug testing;
- Be able to following detailed directions;
- Must maintain good attendance and be reliable;
- May need to travel for up to 5 days at a time and able to work some evenings and weekends;
- Willing to perform other duties as assigned

SUPERVISION Tribal Historic Preservation Officer (THPO)

ESSENTIAL DUTIES and RESPONSIBILITIES

- Assist with THPO programs, responsibilities and initiatives related to historic and cultural preservation, including developing /coordinating community projects, events and heritage programs with the THPO
- Commitment to working with special collections or archives; may include spiritual/cultural items.
- Ability to conduct research through records searches and interviews
- Assist with development & maintenance of the THPO Cultural Site Database, Archives & Digital Records.
- Work directly with USC Members when conducting research, hosting education events or assisting them with historical or genealogical research.
- Work directly with other Tribes, Federal or State Agency Staff, Consultation Companies, Museum and University Staff, etc.
- Efficiency or ability to learn various computer software programs applied to specific tasks; Including but not limited to GIS, Photo editing software, Audio Editing Software, Video Editing Software.

For full details and description contact THPO Samantha Odegard: 320-564-6334 or at the email below.

Native American Preference Applied

If interested, send Resume and Cover Letter to:
Upper Sioux Community
Attn: Tribal Historic Preservation Officer
samanthao@uppersiouxcommunity-nsn.gov