

## Cultural Preservation Coordinator

Hours: Full Time

Supervisor: THPO Officer

Salary: \$15 per hour

Position opened until filled

Under the supervision and direction of the Tribal Historic Preservation Officer the Cultural Preservation Coordinator will assist in the administration of the Tribal Historic Preservation Office's programs, responsibilities and initiatives related to historic and cultural preservation.

This includes conducting Section 106 reviews, research, archival/collections work and maintaining department records. It also includes working directly with the community by coordinating projects and events on the subjects of culture, history, art and documenting community knowledge.

### Essential Duties and Responsibilities

- Commitment to working with special collections or archives; that may include spiritual/cultural items.
- Ability to conduct complex research through records searches interviews
- Assist in the development and maintenance of the THPO Cultural Site Database, Tribal Archives and Digital Records.
- Work directly with USC Members when conducting research, hosting education events or assisting them in their historical or genealogical research.
- Heritage project coordination: Identify and work on special projects, in consultation with the THPO Officer.
- Work directly with other Tribes, Federal or State Agency Staff, Consultation Companies, Museum and University Staff, etc.
- Maintain expertise in various computer software programs applied to specific tasks; Including but not limited to GIS, Photo editing software, Audio Editing Software, Video Editing Software.

### 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
- Writing skills - generate correspondence, prepare forms, create and maintain lists;
- Attend 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;
- Must be willing to travel for up to 5 days at a time;
- Must be willing to work some evenings and weekends;
- Must be willing to perform other duties as assigned;

**Native American Preference Will Apply**

Please submit a cover letter & resume with 3 references to:

Upper Sioux Community

Board of Trustees

Attn: Amy Hastings

P.O. Box 147

Granite Falls, MN 56241

[amyh@uppersiouxcommunity-nsn.gov](mailto:amyh@uppersiouxcommunity-nsn.gov)