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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## **Vacancy Announcement**

**Title:** People's Center Coordinator

**Reports To:** Chairman/Tribal Council

**Location:** Happy Camp, California

**Salary:** \$18.00 to \$24.00 per hour, depending on experience

**Summary:** The People's Center Coordinator shall be responsible for the day-to-day management and direction of the People's Center/Museum. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the People's Center Advisory Committee, shall be responsible for development, management, care and use of Center's object collections and archival materials.

**Classification:** Part-Time, Regular, Non-Exempt until Additional Grant Funding Becomes Available.

### **Job Posting Closes at 5 P.M. on November 24, 2014**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone (530) 493-1600 ext. 2016, Fax: (530) 493-5322, Email: [lalexander@karuk.us](mailto:lalexander@karuk.us)

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## Position Description

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**Classification:** Part-Time, Regular, Non-Exempt until Additional Grant Funding Becomes Available.

**Responsibilities:**

1. Day-to-day management and direction of the Center.
2. Supervision of Sales Clerk/Program Assistant and other staff and consultants that may be hired in the future.
3. Planning and development of the Center's programming including classes, public programs and exhibitions.
4. Project management, reporting, and implementation of all assigned grant related programs.
5. Support and further Tribal efforts with regard to repatriation and cultural preservation, e.g. NAGPRA.
6. Coordinate regular meetings and planning functions with the People's Center Advisory Committee (PCAC).
7. Monthly reporting to the PCAC and the Karuk Tribal Council.

8. Overall planning, direction and management of the People's Center.
9. Responsible for coordinating with the Tribe's Planners/Grant Writers/ Resource Developers to develop proposals to fund People's Center programs. Will work with that department to develop skills in proposal submission.
10. Responsible for the development, management, care and use of the Center's object collections and archival materials.
11. Shall contribute to the digitization and preservation of museum object images.
12. Promotion and advertising of assigned Center programs.
13. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Possesses experience related to preservation and exhibition of cultural objects and be willing to develop relevant professional knowledge on a regular basis.
5. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Knowledge of the traditions, culture and history of the Tribes of Northwestern California.
2. The demonstrated ability to work within Native American Communities.
3. AA Degree or equivalent experience and knowledge of museum archives and exhibitions, including packaging and loaning items for external exhibitions.
4. Minimum of two years as an administrator or manager.
5. Demonstrated ability as a writer/editor.
6. Supervisory experience.
7. Experience in recruitment and oversight of the activities of volunteers.
8. Demonstrated ability to coordinate special projects and events.

9. Computer knowledge in word processing, spreadsheets, and input and maintenance of databases is highly desired.
10. Digital technology skills, e.g. digital photography, scanning and metadata documentation is desired.
11. Knowledge and experience in NAGPRA and IACA policies desired.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to confidentiality and HIPAA policies.
14. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** April 9, 2009, Revised December 2010, Approved October 2012, Revised/Approved November 2014

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_