

REQUEST FOR QUALIFICATIONS

Closing Date: Open Until Filled

The Karuk Tribe of California requests responses from qualified individuals to perform the following Tasks as the **People's Center Coordinator** in Happy Camp.

Tasks:

1. Day-to-day management and direction of the Center.
2. Daily opening and closing of the Center.
3. Supervision of Sales Clerk/Program Assistant and other staff and consultants that may be hired in the future.
4. Planning and development of the Center's programming including classes, public programs and exhibitions.
5. Project management, reporting, and implementation of all grant related programs.
6. Meeting facilitation and planning with the Center's Museum Advisory Board.
7. Monthly reporting to the Center's Museum Advisory Board and the Karuk Tribal Council.
8. Overall planning, direction and management of the People's Center.
9. Selection and purchases related to the Sales Shop.
10. Grant writing and fundraising for the Center's programs.
11. Primary responsibility for the development, management, care and use of the Center's object collections and archival materials.
12. Promotion and advertising of the Center and the Center's programs.

Desired Qualifications:

1. Bachelor's degree or progressively responsible work experience may be substituted for a bachelor's degree; two years experience equals one year of college.
2. Minimum of two years as an organizational or program manager.
3. Demonstrated ability as a grant writer.
4. Demonstrated ability as a writer/editor.
5. Supervisory experience.
6. Demonstrated ability as a project planner and manager.
7. Computer word processing skills. Other computer skills are a plus.
8. Knowledge of Native American traditions, culture and history.

Responses to this Request for Proposals should include the following:

1. A statement of qualifications, including relevant work history.
2. A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
3. Names and telephone numbers of three references.

Responses must be hand, mail, email, or fax delivered to:

Sara Spence, Human Resources Manager
Karuk Tribe of California
64236 Second Avenue
Happy Camp, CA 96039
(800) 505-2785, Extension 2010
Faxes will be accepted at (530) 493-1611
Emails will be accepted at sspence@karuk.us

In accordance with the Indian Preference Act of 1934 and the Tribal Employment Rights Ordinance (TERO), Indian Preference will apply in the selection process.