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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 Tribe****Administrative Office**

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

**Karuk Dental Clinic**

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

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## Vacancy Announcement

**Title:** Cultural Resource Coordinator  
**Reports to:** Education Director  
**Location:** Happy Camp with travel to Yreka/Orleans  
**Classification:** Full Time, Non-Exempt, Grant Funded (3 years)  
**Salary:** \$24.00-\$26.00 per hour, DOE

**Summary:** The Cultural Resource Coordinator is a position that will fulfill collaborative grant objectives and coordinate culturally relevant activities in schools along the Klamath River that include Jackson Street Middle School, Happy Camp Elementary School, Seiad Elementary School, Junction Elementary and Orleans Elementary. The Cultural Resource Coordinator will work closely with Youth Education Services Specialists to ensure that the Karuk culture is incorporated into schools by coordinating and facilitating cultural activities and inviting cultural practitioners to conduct various cultural events throughout the school year. The Cultural Resource Specialist will attend weekly planning meetings, create monthly activity calendars in coordination with participating schools, and participate in evening events. The Coordinator will assist in documentation and data gathering and completing grant deliverables. This position requires a fundamental understanding of the Karuk culture and knowledge of Karuk cultural practitioners and supervisory organizational skills.

**Application Deadline: Open Until Filled**

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, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Act as a liaison between the Karuk Education Department and local schools. Maintain working relationships with students, school staff, and administrator and community organizers.
1. Develop cooperative working relationships with local school staff, tribal staff, Karuk cultural practitioners, students and families.
3. Coordinates with Education Director, tribal staff, cultural practitioners and school staff to develop events for cultural sharing that include activities.
4. Assists Education Director to establish weekly coordination team meetings with Youth Education Services Specialists.
5. General maintenance of Ishkeesh Pikvahaan to include but not limited to book ordering and up keep.
6. Perform documentation of events and activities in coordination with collaborative partners to ensure grant deliverables are met.
7. Plan and develop wellness-focused activities, after-school programming and summer camps or summer activities that incorporate Karuk culture.
8. Generate monthly reports; create flyers, newsletter articles and other forms of communication that align with activities and objectives of the grant.

9. Collect data and evaluate the effectiveness of the project through quarterly meetings, pre- and post-tests or retrospective surveys from parents, teachers, project staff, contractors and participating youth; develop a benchmark from current and past school years to compare to project school year and set measurable goals.
10. Attend local or regional training opportunities that enhance achieving grant objectives and deliverables.
11. Maintain confidentiality while working within the school system and throughout events and activities.
12. Shall attend all required meetings and functions as requested, including evening and weekend events and activities.
13. Other job-related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks under performance deadlines.
4. Have the ability to establish and maintain harmonious working relationships with prospective postsecondary education participants, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.

**Requirements:**

1. An Associates' degree from an accredited college, OR High School Diploma with three years of professional work history supervising and/or working with students OR equivalent combination of successful higher education experience and work history.
2. Must have a fundamental knowledge of Karuk culture and Karuk practitioners.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 90 days of hire.
4. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
5. Must have demonstrated knowledge of academic activity and event planning.

6. Must have excellent organizational skills and ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
7. Must have the ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policy makers,
8. Must have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and collaboration.
9. Must have demonstrated ability to speak clearly and communicate effectively in face-to face, email, and telephone communications.
10. Must have excellent computer skills; previous experience with online, video conferencing and other technology-mediated instructional methods.
11. Must adhere to the Tribe's confidentiality policy.
12. Must have a valid Driver's license and be insurable by the Tribe's insurance carrier.
13. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

**Veterans 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.

**Review Committee Approved:** December 21, 2021 **Revised:** January 28, 2022

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