

TRIBAL HISTORIC PRESERVATION OFFICE
Big Valley Band of Pomo Indians

JOB TITLE: Cultural Preservation Program Coordinator - **2nd Posting**

POSTED: March 8, 2024 - March 22, 2024. Salary DOE, range \$23-\$26/hr. Permanent position.

POSITION SUMMARY:

The Cultural Preservation Program Coordinator will work up to 30 hours per week in the Tribal Historic Preservation Office under the supervision of the Tribal Historic Preservation Officer. The Coordinator is responsible for providing support for the programmatic tasks of the Tribal Historic Preservation Office.

TASKS WILL INCLUDE:

- ◆ Support the administration functions of the Office through submitting invoicing and purchase orders, conducting budget tracking for projects, and tracking project logs
- ◆ Support Big Valley NAGPRA activities
- ◆ Track THPO Requests for Review and other CEQA and NEPA level communications
- ◆ Attend and provide administrative support at local and regional meetings and workshops
- ◆ Coordinate demonstrations and exhibits at the Big Valley Tribal Library

MINIMUM POSITION REQUIREMENTS:

- ◆ Knowledge/understanding about and a desire to protect Big Valley Rancheria and/or Pomo natural resources (water, plants, fish, birds, and other animals) and archeological sites
- ◆ Experience with administrative and budget activities of programs
- ◆ Experience working with outside committees or agencies on cultural protection and preservation issues
- ◆ Experience with organizing and managing meetings
- ◆ Ability to work with Tribal members of all ages on cultural resource protection
- ◆ Microsoft Office Suite and internet research proficiency
- ◆ Ability to travel periodically to local and regional meetings/trainings
- ◆ Willing to submit to and pass drug tests
- ◆ Ability to work independently or as part of a team

ADDITIONAL PREFERRED ABILITIES:

- ◆ Experience with standard office equipment such as scanners, fax machines, printers and phones
- ◆ Valid California Drivers License

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Please submit Big Valley job application, resume and cover letter to Ron Montez, Tribal Historic Preservation Officer at Big Valley Rancheria. Mailing address: 2726 Mission Rancheria Road, Lakeport, CA 95453. Email: rmontez@big-valley.net . In your cover letter, please make reference to your abilities to complete the tasks listed.

Position will be posted for 2 weeks. Position has a 90-day probationary period and is an at-will employee. After probationary period, hours could increase to 40 hours per week. Some fringe benefits included.