



JOB DESCRIPTION
Bishop Paiute Tribe
Bishop, California

Position: Cultural Outreach Coordinator
Department: Cultural Center
Supervised by: Cultural Center Director
Pay Range: T-6 \$16.58 - \$23.03/Hr. (\$34,278.00 - \$47,986 Annually) DOQ
FLSA: Non-Exempt, Hourly, Regular Full-Time, Grant Funded

Position Summary: An experienced professional to assume the position as the Cultural Outreach Coordinator with the Owens Valley Paiute Shoshone Cultural Center. Under the supervision of the Cultural Center Director, the coordinator will support and assist the Cultural Center Staff as needed to ensure museum patrons and tribal community receive effective and accurate services, especially as it pertains to current grant funded projects. The Outreach Coordinator will coordinate and maintain community outreach activities and collaborations, with emphasis on the active hands-on instructions and meaningful experiences as it pertains to the local culture heritage as well as responsible for planning, leading and facilitating cultural events, activities and group workshops for the community.

Duties and Responsibilities:

- Coordinate and maintain community outreach activities and collaborations to help preserve, maintain, and revitalize the cultural heritage and lifeways of the Paiute and Shoshone people.
- Engage and work with community collaborators and partners to plan and schedule regular outreach exhibitions and programs in surrounding communities according to grant(s) objectives and funds.
- Responsible for scheduling, planning, and implementing of cultural outreach activities, educational activities and collaborations with internal and external departments and agencies to support cultural heritage.
- Effectively contributes guidance and support for cultural activities and educational collaborations according to grant(s) objectives and funds.
- Ability to promote program services through public speaking and engagement as it relates for the Cultural Center programs.
- Effective and positive communications with external partners, agencies, and organizations.
- Organizes and prepares reports as needed.
- Ability to work with Native American communities, with keen sensitivity to Indian Traditions, customs, socio-economic needs.
- Other duties as assigned.

Supervisor Responsibilities: Museum Clerks, Museum Docents, AARP workers, youth workers (when applicable)

Education and Experience:

- A minimum of a AA/AS degree with work experience related to the responsibilities

of this position; or a minimum of two (2) years of experience in Museum Studies, Cultural Heritage programs, Language Revitalization or Community Outreach.

- Must possess strong business and communication skills.
- Knowledge of principle and practices of tribal governmental organization, budgeting, and administration; federal and private grant management.

Other Requirements:

- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute and Shoshone culture, language and traditions.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Knowledgeable and willing to learn computer hardware and software applications that are used on a daily basis. Possess the following technical skills word processing, internet competencies, adobe graphic design illustrators, and database/spreadsheet knowledge.
- Outstanding verbal and written communication skills with the ability to present outreach and educational community presentation.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.
- Must comply with the Bishop Paiute Tribe's COVID-19 Vaccination Policy.

Physical Demands:

- Normal office conditions apply, including repetitive wrists and arm movement and long periods of sitting or standing.
- Ability to lift 30 pounds with assistance.
- The ability to focus, bend, carry reach to the side, front and overhead, push, pull, walk, stand, twist and squat are occasional requirements in a normal office setting.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.