



# Cowlitz Indian Tribe

## Cultural Resources Director

### POSITION DESCRIPTION

Title: Cultural Resources Director

Schedule: Monday through Friday 8 am to 5 pm with some variable hours and days

Location: Ridgefield, WA

Classification: Exempt

Opening Date: November 4, 2020

Salary Range: \$35 to \$45 per hour DOQ

Closing Date: Open until filled

**Position Summary:** The Director of the Cultural Resources Director is charged with developing long-range plans and strategies to highlight and promote the cultural identity of the Cowlitz Tribe. The Director will actively seek to cultivate and maintain local, regional, and national relationships that advance Cowlitz identity and the mission of the Tribe. The Director will maintain and promote Cowlitz image and reputation, while protecting Cowlitz traditional knowledge and intellectual property.

**Essential Duties and Responsibilities:** (other duties may be assigned):

- Collections management or curatorial experience
- Coordinate and cooperatively oversee Cowlitz Cultural programming, including preparation for annual cultural events such as the February Eulachon Celebration, May Camas Dig, June First Salmon Ceremony, July Elk Mountain Trip, August Huckleberry Camp, September Wapato Harvest, and October Powwow.
- Manage NHPA Section 106 and Washington EO-0505 responses to proposed developments within Cowlitz ancestral lands that may impact archaeological resources or Traditional Cultural Properties.
- Manage all Cowlitz NAGPRA issues.
- Develop the Cowlitz ethnology, archaeology, library and archives; resulting in museum facility within 10 years; including maintaining close coordination with regional museums and history/anthropology departments at regional universities.
- Work to restore Cowlitz access to traditional culture, including Cowlitz languages, songs, heritage documents, photographs and the ancestral landscape.
- Attend regional anthropology and natural resources science conferences; write and publish professional articles describing aspects of Cowlitz culture and ancestral lands.
- Develop annual budgets and staffing for CRD; cooperatively develop event and sub-budgets for culture programming.
- Develop grant and other funding opportunities, draft grant proposals and administer funds.
- Maintain regular and consistent communication with Tribal leadership
- CRD Director sits as a non-voting member of the Cultural Resources Board that implements cultural programming.
- Build broad community relationships; makes frequent presentations and lectures (up to 30 a year) and attends community events on all days of the week.
- Assists Cowlitz spiritual leaders in coordinating and conducting blessing and cleansing ceremonies.
- Be on-call 24 hours a day to respond to inadvertent archaeological or human remains discoveries.

**MINIMUM QUALIFICATIONS:**

- 5 years of supervisory experience in a capacity related to the essential job responsibilities.
- Demonstrated ability to manage staff, budgets and schedules.
- Demonstrated history of collaboration between diverse community partners, including government, commercial and non-profit entities, and individuals.
- Demonstrated history of NHPA Section 106 consultation
- Comprehensive knowledge of Native cultures of the Pacific Northwest
- Technology proficient across a variety of platforms and applications, including audio recording, still photography and video production.
- Tribal preference preferred

**EDUCATION:**

*MBA, JD, or advanced degree in Anthropology*

**Requirements:** Must submit to and pass a background check and drug screen

**Please mail or fax Resume and Cover Letter to:**

Cowlitz Indian Tribe  
Human Resources Department  
P.O. Box 2547  
Longview, WA 98632  
Fax: (360) 578-1641

*The Cowlitz Indian Tribe is a Drug & Alcohol-Free workplace. - Potential candidates must submit and pass drug screening and a criminal background check. The Cowlitz Indian tribe is an Equal Opportunity Employer, except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.*

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