
Karuk Community Health Clinic
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Happy Camp, CA 96039
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Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: People's Center Coordinator

Reports To: Chairman/Tribal Council

Location: Happy Camp, California

Salary: \$18.00 to \$24.00 per hour, depending on experience

Summary: The People's Center Coordinator shall be responsible for the day-to-day management and direction of the People's Center/Museum. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the People's Center Advisory Committee, shall be responsible for development, management, care and use of Center's object collections and archival materials.

Classification: Part-Time, Regular, Non-Exempt until Additional Grant Funding Becomes Available.

Job Posting: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department at: Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: dlbernal@karuk.us

Position Description

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Classification: Part-Time, Regular, Non-Exempt (20-40 hours) depending on grant funding.

Responsibilities:

1. Day-to-day management and direction of the Center.
2. Supervision of Sales Clerk, Library Staff, Program Assistants, and other staff and consultants that may be hired in the future.
3. Planning and development of the Center's programming including classes, public programs and exhibitions.
4. Project management, reporting, and implementation of all assigned grant related programs.
5. Support and further Tribal efforts with regard to repatriation and cultural preservation, including NAGPRA.
6. Coordinate regular meetings and planning functions with the People's Center Advisory Committee (PCAC).
7. Monthly reporting to the PCAC and the Karuk Tribal Council.
8. Overall planning, direction and management of the People's Center.
9. Oversee all aspects of the People's Center retail operations, including merchandise sourcing, sales, inventory control, and implementing strategies to increase reviews.
10. Responsible for coordinating with the Tribe's Planners/Grant Writers/ Resource Developers to develop proposals to fund People's Center programs. Will work with that department to develop skills in proposal submission.
11. Responsible for the development, management, record keeping, curation, and care and use of the Center's object collections and archival materials.

12. Shall participate in training, oversee digitization and preservation activities with regard to the People's Center Museum and Library collections and be actively engaged in digital initiatives.
13. Promotion and advertising of assigned Center programs.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Possesses experience related to preservation and exhibition of cultural objects and be willing to develop relevant professional knowledge on a regular basis.
5. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Knowledge of the traditions, culture and history of the Tribes of Northwestern California.
2. The demonstrated ability to work within Native American Communities.
3. AA Degree or equivalent experience and knowledge of museum archives and exhibitions, including best practices in registration and curation, as well as packaging and loaning items for external exhibitions.
4. Minimum of two years as an administrator or manager.
5. Demonstrated ability as a writer/editor.
6. Supervisory experience.
7. Experience in recruitment and oversight of the activities of volunteers.
8. Demonstrated ability to coordinate special projects and events.
9. Demonstrated ability in word processing, spreadsheets, and input and maintenance of databases is highly desired.

10. Digital technology skills, e.g. digital photography, scanning and metadata documentation is desired.
11. Knowledge and experience in NAGPRA and IACA policies desired.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to confidentiality and HIPAA policies.
14. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's 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.

**Council Approved: April 9, 2009, Revised December 2010, Approved October 2012,
Revised/Approved November 2014, Revised/Approved June 25, 2015
Revised/Approved: November 12, 2015**

Chairman's Signature: _____

Employee's Signature: _____