
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

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

Vacancy Announcement

Title: Memory Lab Project Manager

Reports To: Pikyav Field Institute Program Manager, or Designee

Location: Karuk Panamnik Center, Orleans, CA

Assigned Office Location: Orleans, CA

Supervises: Division employees, as assigned; Volunteers and youth on an interim basis

Salary/Wage: \$26.01 to \$32.56 per hour/DOE

Classification: Non-Exempt, Non-Entry Level, part-time to full-time,

Summary: The purpose of the Memory Lab Project is to preserve and revitalize Karuk language, culture, and traditional knowledge through the digitization of physical materials (audio and visual) that are owned and stored by members of the community and may be at risk due to the high prevalence of natural disasters in our region. The Memory Lab Project is a grant funded project overseen by the Pikyav Field Institute's Sípnuuk Division that serves as a repository program for born-digital, digitized, and to-be-digitized content. The Memory Lab Project Manager will coordinate and assume responsibility for Project activities while contributing to the design and development of related digital archiving tools, guidelines, and outreach/educational materials. The Memory Lab Project Manager will be expected to communicate regularly in a multi-institutional team environment and maintain positive and respectful working relationships with partners and community members. This position may serve in the capacity of other Pikyav Field Institute Division Coordinators in the absence of these positions as long as supervisory span of control and efficiencies in operations can be maintained, and the requirements of associated grant deliverables can be met. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: December 9, 2024 at 5:00 PM

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 Resource Director, Telephone (530) 493-1600 ext. 2038 or 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone : (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe

**Administrative Office**

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

Orleans Medical Clinic

325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

POSITION DESCRIPTION

- Title:** Memory Lab Project Manager
- Reports To:** Pikyav Field Institute Program Manager, or Designee
- Location:** Karuk Panamnik Center, Orleans, CA
- Assigned Office Location:** Orleans, CA
- Supervises:** Division employees, as assigned; Volunteers and youth on an interim basis
- Salary/Wage:** \$26.01 to \$32.56 per hour/DOE
- Classification:** Non-Exempt, Non-Entry Level, part-time to full-time,
- Summary:** The purpose of the Memory Lab Project is to preserve and revitalize Karuk language, culture, and traditional knowledge through the digitization of physical materials (audio and visual) that are owned and stored by members of the community and may be at risk due to the high prevalence of natural disasters in our region. The Memory Lab Project is a grant funded project overseen by the Pikyav Field Institute's Sípnuuk Division that serves as a repository program for born-digital, digitized, and to-be-digitized content. The Memory Lab Project Manager will coordinate and assume responsibility for Project activities while contributing to the design and development of related digital archiving tools, guidelines, and outreach/educational materials. The Memory Lab Project Manager will be expected to communicate regularly in a multi-institutional team environment and maintain positive and respectful working relationships with partners and community members. This position may serve in the capacity of other Pikyav Field Institute Division Coordinators in the absence of these positions as long as supervisory span of control and efficiencies in operations can be maintained, and the requirements of associated grant deliverables can be met. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Responsibilities:

1. Oversees the Memory Lab Project within the Sípnuuk Division of the Píkyav Field Institute Branch (Branch) of the Karuk Department of Natural Resources (KDNR).
2. Designs and documents efficient digital production work flows to create digital objects that conform to digital library, archive and museum standards.
3. Maintains inventories of digitized materials and collects deeds of gifts for materials as needed.
4. Contributes to the development of and documentation of policies, guidelines, digital preservation strategies and best practices.
5. Communicates with the Tribe's Information Technology (IT) department and vendors on issues related to hardware, software, and digitization of special formats such as audio and video; work with digitization vendors to establish project requirements and ensure quality of digital objects.
6. Works with contractors, partner organizations and associated participants to maximize synergies between Branch objectives.
7. Coordinates trainings and related activities, including media, with other tribal departments as appropriate.
8. Develops and implements survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Sípnuuk Division trainings and activities.
9. Completes all project related assessments and reports and ensures proper protocol is followed in seeking tribal oversight review and approvals.
10. Seeks additional funds to support full range of opportunities to meet the Division's goals and objectives.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments.
2. Experience in grant writing and demonstrated success in securing grant awards preferred.

Must be able to complete required training, and travel for extended periods as needed.
3. Must possess relevant computer skills and experience, and high comfort level in communicating via and working with technology, such as Microsoft Office Suite, Adobe Creative Suite, Black Magic Media Express, Lightroom, scanners and media equipment, and

capable of developing complex spreadsheet applications for task tracking and reporting purposes.

4. Experience in film and use of digital photography; imaging of two- and/or three-dimensional objects; handling archives, management of special collections and institutional records preferred.
5. Knowledge of a wide range of digital library standards, particularly best practices for digitization, digital return, and copyright law preferred.
6. Experience using and managing numerous types of digital imaging equipment including flatbed scanners and digital cameras preferred.
7. Demonstrated baseline knowledge of safe work practices and maintaining a sanitary, orderly, and secure work environment.
8. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public in culturally diverse environments.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Computer Science, Library Education, Education, Native American Studies, Environmental Sciences or related field and one (1) year related experience; or
 - b. An equivalent combination of education and related experience will be considered. equivalencies based on 2:1 ratio.
2. Must have at least six (6) month supervisory experience.
3. Must be able to complete required training and travel for extended periods as needed.
4. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must be effective, efficient, productive and timely in producing-- and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
7. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
8. Must adhere to the policies and procedures of the Karuk Tribe.

Physical and Environmental Requirements: None specified.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, 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.

Committee Approved: November 25, 2024

Employee's Signature: _____