



COQUILLE INDIAN TRIBE

Job Title: Cultural Activities Assistant
Department: Culture, Education, and Learning Services
Reports to: Cultural Education Coordinator
FLSA Status: Non-Exempt, Full-Time
Salary Grade: \$14.98 - \$22.47
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Cultural Education Coordinator, the Cultural Activities Assistant is responsible for supporting all cultural and traditional education programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in coordination of cultural activities as prevention methods for the Coquille Indian Tribal and Kilkich youth, including cultural classes, gathering activities, and learning opportunities for the youth.
2. Assists in the organization and coordination of gathering activities, including food and supply preparations.
3. Provide weekly cultural learning experience for the Learning Center Youth programs and CIT Head Start program as determined in the culture curriculum.
4. Assist in the traditional foods, harvesting, processing, and storage of traditional materials throughout the calendar year.
5. Assist and support the CIT events and activities such as Kids in the Woods, Camp Ta Nae, 4th Grade Plankhouse Program, Youth Leadership events, etc.
6. Provide cultural supports to the Title 9 Indian Ed Coordinators.
7. Maintains a positive attitude and willingness to engage in opportunities to learn more about the Coquille Indian Tribe culture and heritage.
8. Support and engage in culture and heritage Initiatives, including scanning of historical documents into the Traditional Ecological Knowledge (TEK) database.
9. Maintain and update the Tribe's photo archive program.
10. Provide academic assistance to youth participating in the Learning Center Programs.
11. Provide back up supervisory support for Learning Center programs.
12. Performs other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and sensitive situations.

2. Ability to make decisions independently in accordance with established policy and procedures.
3. Proficient knowledge in youth development framework and experience with at-risk youth populations.
4. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
5. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of The Coquille Indian Tribe.
6. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
7. Ability and willingness to manage a flexible work schedule with self-discipline, including travel, various hours and possible weekends/evenings, as well as workdays at other tribal locations.
8. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization

REQUIRED QUALIFICATIONS

1. High School diploma or GED required.
2. Experience organizing youth activities preferred.
3. Personal knowledge of Coquille Tribal ecology and traditional plants desirable.
4. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
5. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
6. First Aid/CPR certification required or ability to obtain within 90 days of employment