



**Job Title:** Culture Assistant  
**Department:** Culture  
**Reports to:** Culture Director  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$19.26-\$25.04  
**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.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Culture Director, the Culture Assistant is responsible for supporting all cultural and traditional programs and services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists with coordination of cultural activities as prevention methods for the Coquille Indian Tribe membership and youth, including culture classes, cultural material gathering activities, and learning opportunities for the youth.
2. Assists with the organization and coordination of gathering activities, including food, drinks, and supply preparations.
3. Creates timely and informative communication for cultural event activities and opportunities
4. Ensures timely notices to membership through CIT communication channels, including MyTribe, Kwen Weekly, and Facebook.
5. Updates the Tribal Council and MyTribe calendars in a timely manner;
6. Manages purchase orders and check requests.
7. Take meeting minutes for committees associated with the Culture Department.
8. Provide high level formatting and edits for Culture Department reports.
9. Tracks account spending and maintains complete and accurate budget records.
10. Maintains a positive attitude and willingness to engage in opportunities to learn more about the Coquille Indian Tribe culture and heritage.
11. 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.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, standing and walking, and occasionally requires lifting up to 25 pounds. Requires occasional sitting, climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Requires occasional evening and/or weekend work. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **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.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and sensitive situations.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Proficient knowledge in youth development framework and experience with at-risk youth populations.
5. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
6. 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.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, Publisher, and databases to produce correspondence, documents, and reports.
8. 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.
9. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

### **QUALIFICATIONS**

1. High School diploma or GED required.
2. Experience with Microsoft Suite required.
3. Experience organizing activities preferred.
4. Intimate knowledge of Coquille Tribal history and traditions desired.
5. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
6. First Aid/CPR certification required or ability to obtain within 90 days of employment.