

# CURYUNG TRIBAL COUNCIL JOB DESCRIPTION

## CULTURAL CENTER FACILITATOR

### **JOB OBJECTIVE:**

To facilitate events at the Curyung Community Cultural Center.

### **QUALIFICATIONS:**

- Ability to provide the Essential Job Results stated below.
- **Job knowledge / documentation required:** High school diploma / GED and valid Alaska Driver's License with clean driving record for insurance purposes.
- **Preferred:** Curyung Tribal Member & Familiarity with local area, people, and culture.

### **DUTIES & RESPONSIBILITIES:**

- Hosting open hours for the Cultural Center, as scheduled with the Tribal Administrator.
- Coordinating cultural activities and events at the Curyung Community Cultural Center.
- Processing facility use and release of liability forms for Center participants.
- Managing and coordinating schedules for the Event Hall and Maker's Space.
- Providing support services for community partners and participants using the Center.
- Maintaining security and presentation of the Curyung Community Cultural Center.
- Organizing and maintaining cultural supplies and crafting materials for the Maker's Space.
- Arranging the Event Hall according to the needs of each event scheduled.
- Establishing effective working relationships and communicating effectively with Tribal officials, members and public in a professional manner.
- Using excellent communication skills including telephone, computer, person to person, and written communications.
- Working with a minimum of errors and performing tasks with minimum of supervision.
- Operating office business machines, i.e., fax, calculating, copying, and multi-line phones.
- Applying basic computer skills including developing skills in Word / Excel.
- Receiving and distributing incoming calls to appropriate people in a professional manner.
- Preparing and submitting a monthly report to the Tribal Administrator.
- Agreeing to Tribe's policies on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Welcoming new and different work requirements; exploring new opportunities to add value to the Tribe; helping others accomplish related job results as and where needed.
- Working flexible hours as necessary for Tribal business.
- Perform other duties as assigned by the Tribal Administrator.

### **WAGES & CLASSIFICATION:**

DOE – Temporary, Part or Full-Time

### **REPORTS TO:**

Tribal Administrator