

# CURYUNG TRIBAL COUNCIL JOB DESCRIPTION

## CULTURAL PROGRAMMING SPECIALIST

### **JOB OBJECTIVE:**

Coordinate cultural activities and programming, in accordance with the Curyung Tribal Council's Mission and Objectives, as well as the UAF Bristol Bay Campus Community Cultural Center Scope of Work.

### **QUALIFICATIONS:**

- Ability to provide the Essential Job Results stated below as well as:
- Proficiency in computer operations, including Microsoft Word and Excel.
- Capable of communicating using many forums including, teleconferences, web meetings and in-person interactions in a safe and professional manner.
- **Job knowledge / documentation required:** High school diploma / GED and Valid Alaska Driver's License with clean driving record for insurance purposes.
- **Preferred:** Curyung Tribal Citizen & Familiarity with local area, people, and culture.

### **DUTIES & RESPONSIBILITIES:**

- Work with the Tribal Administrator to develop and disseminate, hands-on cultural activities that focus on traditional knowledge, local history as well as science, technology, education, art and mathematics (STEAM).
- Establish effective working relationships and communicating effectively with Tribal officials, members and public in a professional manner.
- Use excellent communication skills including telephone, computer, person to person, and written communications.
- Understand and abide by Curyung Financial to procure supplies for cultural activities.
- Work with a minimum of errors and performing tasks with minimum of supervision.
- Operate office business machines, i.e., fax, calculating, copying, and multi-line phones.
- Apply basic computer skills including developing skills in Word / Excel.
- Prepare and submit a monthly report to the Tribal Administrator.
- Agree to the Tribe's policies on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Welcome new and different work requirements; exploring new opportunities to add value to the Tribe; helping others accomplish related job results as and where needed.
- Work flexible hours as necessary for Tribal business.
- Perform other duties as assigned by the Tribal Administrator.

### **WAGES & CLASSIFICATION:**

\$25 per hour – Temporary, Part or Full-Time

### **REPORTS TO:**

Tribal Administrator