



Job Title: Culture Director
Department: Office of Programs and Services
Reports to: Executive Director of Office of Programs and Services
FLSA Status: Exempt
Salary Grade: \$103,992 - \$155,988
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.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the ED of Programs and Services, the primary function of this position is to provide competent cultural programming, innovation, guidance, and leadership to the Coquille Indian Tribe (CIT) Government, its membership and the community. This position oversees the breadth of culture for the Coquille Tribal Government, its people, and our community regarding history, customs, traditions, and identity. The position is critical to supporting other CIT departments or programs on a project specific basis and occasionally may be assigned to assist with training efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide the highest level of customer service centered in cultural competence, compassion, and understanding.
2. Provides leadership and direction with culturally appropriate decisions to the Coquille Tribal Government, all CIT entities, and other agencies.
3. Ensure culture department operating procedures are aligned with the Tribe's Vision and long-term strategy, as well as other organizational initiatives.
4. Provide leadership and direction to Culture Department staff, including planning and scheduling work, establishing guidelines and performance expectations, providing regular feedback and evaluating performance.
5. Directs long-term visioning for the culture department, while establishing measurable goals and objectives that are aligned with tribal priorities.
6. Ensures cultural and heritage functions are planned and implemented in accordance with applicable ordinances, laws, regulations, and policies and that full compliance with funding sources is achieved.
7. Provide timely feedback to tribal and community partners on usable and acceptable art, narrative, and exhibits that represents the culture and traditions of the Coquille Tribe.
8. Ensures compliance, planning, management and reporting of all budgets, grants, projects or proposals led by the Culture department.
9. Oversee departmental budget, while ensuring competent fiscal responsibility of tribal resources.
10. Manages and administers the day-to-day Culture Department operations, as well as work efforts of assigned culture staff.
11. Participate in the creation and execution of a master strategic plan, including but not limited to short and long-term goals, employee engagement, budgets and grant funding, key performance indicators, and other measurable outcomes related to CIT culture.

12. Provide timely reports to ED of Program and Services, and Tribal Council as needed; participates and leads tribal government workshops and meetings, as needed.
13. Support and work cooperatively with appropriate committees, divisions, and departments through formal and informal partnerships to ensure preservation and correct representation and use of tribal culture.
14. Develop mentor opportunities within the culture department and serve as a coach and positive role model.
15. Ensures timely and appropriate responses to other tribes and agencies in government-to-government consultation processes that involve cultural matters within CIT ancestral homelands.
16. Ensure timely and clear, concise communication to Tribal membership regarding cultural programming and outreach opportunities; ensure equitable engagement to all membership through developing and sharing virtual and electronic means of cultural education.
17. Provides timely and appropriate responses to requests from other CIT programs and departments in the areas of cultural education, community cultural events and activities.
18. Engage in high-level, timely, and efficient communication, as a tool to successful team management and leadership.
19. Work with the Tribe's appointed advisory groups that are related to culture; including but not limited to participating in the Arts and Exhibits Team, Repatriation Team, and other committees to provide the necessary guidance and direction for cultural inclusion.
20. Supports program efforts in creating or producing cultural exhibits and acts as interpreter for CIT historical and cultural information for CIT members and public audiences.
21. Establishes and maintains effective working relationships with CIT programs and professionals, Tribal members, museums, community partners, the general public, and federal, state, local, and other tribal agencies.
22. Participates in federal, state, and tribal coordination efforts.
23. 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 the 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, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 50 pounds. Requires the ability to walk or hike up to one mile. Work is generally performed in an office setting and occasionally outdoors. Work involves exposure to dust, fumes, allergens, and extreme or inclement weather. Work may take place near moving equipment/machinery. Evening or weekend work may be required. 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 emotional situations.
3. 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.

4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Working knowledge of federal laws protecting cultural sites under the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, etc., as well as applicable Tribal, state, county and local laws, ordinances, rules and procedures.
7. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
8. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
9. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
10. Must have an intimate knowledge of CIT history and culture.
11. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
12. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
13. 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.
14. Ability to work with mathematical concepts such as basic arithmetic.
15. 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. Must be an enrolled Coquille citizen, or a household member of an enrolled Coquille citizen.
2. Must have an intimate and in-depth knowledge of Coquille Tribe history, culture and traditions.
3. Must have a working knowledge of the Coquille Indian Tribe's Archeology, History, Anthropology and Languages.
4. Minimum ten years of progressive experience in leadership roles.
5. Minimum of five years of experience managing grants and budgets.
6. Minimum of five years successful, direct supervisory experience.
7. Must possess strong organizational skills, including daily use of Microsoft suite applications, and regular electronic communication.
8. Must be able to manage a diverse staff using methods in coaching, teaching, and corrective counseling; that enabling staff to grow within the framework of their job.
9. Demonstrated experience and success in collaborative processes and projects involving other tribes, public and private agencies, and individuals.
10. Excellent written and oral communication skills in both cultural teaching and public audience environments.
11. Proficient in the use of technology and software, including but not limited to, Microsoft 365.
12. Proven ability to operate in a team setting as team leader or team member.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Demonstrated knowledge of the history of Tribes in Oregon.
15. Must have a current and valid Oregon Driver's License in good standing with no insurability issues with the Tribe's insurance carrier.

Signature below signifies understanding of above job duties and responsibilities.

Employee Signature

Date