



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Environmental Stewardship Department
External Position Announcement

Job Title: Cultural Development Assistant
Department: Environmental Stewardship Department
Reports to: Cultural Development Coordinator

Position Summary: This is a 30 hours per week, grant funded position through 9/30/18 with wage depending on experience and qualifications. Benefits package, including retirement plan, is included. The Cultural Development Assistant will be responsible for supporting the Project Manager and Cultural Development Coordinator to complete tasks of the Nay'dini'aa Na' Hwt'aena Ugheldze' Xuk'anotta Nene' (Nurture the Land and People) Project. The principal duties of the Cultural Development Assistant will include: research and compile photos, written documentation of cultural practices, audio recordings, videos, books, for an in-house library; catalog library information; assist Cultural Development Coordinator with writing an Ahtna Cultural Education book; attend meetings and assist with meeting agenda and minutes, as well as assisting with organizing and coordinating cultural events and activities; assist with advertising and organizing tourism trainings; assist in the writing of project outreach materials. This position will work with the Cultural Development Coordinator for 20 hours each week and work with the Project Manager for 10 hours each week.

Qualifications

Education: Must have high school diploma or equivalent.

Experience: Preferred to have two years relevant work experience, and experience working for a Tribe.

- Working knowledge of common office equipment and computer literacy
- Background with Ahtna culture
- Ability to meet deadlines and strong organizational skills
- Ability to plan cultural activities and events
- Ability to establish and maintain cooperative relationships with others
- Ability to work independently on tasks
- Ability to proficiently utilize media, software, and technology
- Good writing skills
- Good communication skills

AN/AI Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

Open until filled. Fully completed applications are required and available by visiting our website at: www.chickaloon.org, by contacting Jennifer at (907) 745-0749, or via email to employment@chickaloon.org

Posted February 3rd, 2017