



## **Resighini Rancheria Job Description**

**Job Title:** Indigenous Knowledge and Lifeways (IKL) Technician

**Department:** Indigenous Knowledge and Lifeways/Governmental Affairs

**Reports to:** Indigenous Knowledge and Lifeways Manager

**FLSA Status:** Non-Exempt; Full Time

**Salary:** GS 6/7 (\$20.00-\$27.30/hour)

**Position Description:** The Indigenous Knowledge (IKL) Technician assists the IKL Manager and THPO to protect and preserve Tribal culture, history and language. The position requires a willingness to learn about cultural resource preservation and protection and acts as support staff to the IKL Program. The Technician may be involved in data entry, archival research, preservation and repatriation of ceremonial items, cultural education and outreach, Tribal Historic Preservation project support, and other relevant activities related to the perpetuation of Yurok culture.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the guidance and direction of the Indigenous Knowledge and Lifeways Manager, or designee, the Technician will:

- Assist the IKL Manager with various tasks and assignments related to the cultural resource preservation and protection initiatives of the Program.
- Assist with tracking requests for consultation or Tribal input related to activities that impact the Tribe's ancestral territory.
- Assist in gathering and recording Indigenous Traditional Knowledge regarding cultural resources and places throughout Yurok ancestral territory.
- Input relevant data related to Indigenous Traditional Knowledge, Tribal archives, and Tribal Citizen interviews.
- Assist with repatriation requests.
- Assist with all THPO related work activities and projects.
- Assist with IKL Committee meeting preparation.
- Assist IKL Manager with coordination of the Cultural Monitor Program.
- Attend IKL Program meetings as necessary.
- Participate in other meetings, workshops, and trainings, as required.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**MINIMUM JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently or as part of a team to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- Must have basic office and clerical skills.
- Must have a strong desire to learn about cultural resource preservation and protection.
- Must have a strong desire to learn to collect and manage cultural resource data.
- Must have the ability to communicate clearly, both orally and in writing, for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports, and safety materials.
- Must be both a team player and be able to work independently and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences/trainings.
- Must have basic computer skills.
- Must have organizational skills.
- Must be able to travel to the Tribal office in Klamath, CA daily.

### **EDUCATIONAL REQUIREMENTS**

- Must have a High School diploma or GED.

### **PREFERRED JOB QUALIFICATIONS:**

- Must have a High School diploma or equivalent; or at least two (2) years of related work experience.
- Knowledge of Yurok culture and language.
- Valid Driver's License.

### **CONDITIONS OF EMPLOYMENT:**

- Technician is expected to report in person to the Tribal office in Klamath, CA daily.
- Position is full-time.
- All applicants are subject to the Tribe's Substance Misuse Policies and Procedures, including pre-employment screening.
- Preference will be given to qualified Native American Indian applicants subject to the Tribe's Human Resources Policies and Procedures.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- The position is grant-funded and, therefore, dependent on securing grant award(s).
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.



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By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

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Applicant

Date

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Executive Director

Date