



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

**\*\*NOTICE OF JOB OPENING\*\***

<b>Job Title: NAGPRA Specialist</b>	<b>Department: Cultural Resources</b>
<b>Classification: Non-Exempt</b>	<b>Work Hours: Full-Time - 40 Hours Per Week</b>
<b>Salary Range: \$25.00 per hour</b>	<b>Location: Rohnert Park</b>
<b>Grant Funded Position for 12 months</b>	
<b>Will convert to regular part-time after grant period ends (20 hours per week)</b>	

**Position Summary:**

Under the direct supervision of the Tribal Heritage Preservation Officer, the NAGPRA Specialist will implement the Native American Graves Protection and Repatriation Act and work collaboratively with the Tribe's Sacred Sites Protection Committee, as well as implement the NAGPRA Grant Project.

**Essential Functions:**

1. Meets with museum representatives to negotiate the return of NAGPRA cultural items.
2. Assists with developing NAGPRA claims and grant reporting.
3. Assists with design, entering and updating information, reports, and images into the NAGPRA database.
4. Processes acquisitions and purchases made for the NAGPRA Program.
5. Assists with the monthly SSPC meetings, serving as the lead on NAGPRA items put before the Committee on behalf of the Department.

**Minimum Qualifications:**

1. Bachelor's Degree in Native American Studies, Government, Public Policy, or related degree OR
2. Five (5) years working in tribal government or working in tribal communities OR
3. Equivalent combination of work experience, and training in an office/library setting
4. Basic understanding or experience in museum curation.

**Other Qualifications:**

1. Maintains a high standard of accuracy in all tasks
2. Contributes to developing NAGPR policy, guidelines, and protocols
3. Ability to develop plans and complete tasks efficiently within stated timelines
4. Ability to maintain positive relationships with elders, cultural practitioners and other staff
5. Ability to work independently and collaboratively
6. Ability to communicate effectively in English, both verbally and in writing.
7. Ability to read, understand and follow complex rules, regulations, policies and directives.
8. Strong computer skills including experience with internet research, Microsoft Office and automated database systems.
9. Ability to lift 25 pounds
10. Ability to work in confined spaces with exposure to museum and archive collection treated items.
11. Must have a clean DMV Record, valid CA Driver's License, and must be insurable
12. May be subject to unpleasant odors.
13. Must pass all pre-employment testing

**Benefits:** FIGR offers a healthy, fun work environment with a competitive benefit package.

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**To Apply:** Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download a copy of the application. Email complete application packet to:

[jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com) or mail to  
Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

***POSITION OPEN UNTIL FILLED***

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

Preference in hiring is given to: (1) Qualified Federated Indians of Graton Rancheria Citizens; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.