



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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

<b>Job Title: Native American Graves Protection Act (NAGPRA) Specialist</b>	<b>Department: Cultural Resources</b>
<b>Classification: Non-exempt</b>	<b>Office Hours: 8:00 a.m. to 5:00 p.m.</b>
<b>Salary Range: \$25.00 - \$35.00</b>	<b>Location: Rohnert Park, CA</b>
<b>Reports to: Tribal Heritage Preservation Officer</b>	<b>Type: Full-time/Non-exempt</b>

**Mission Statement:** *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

**Position Purpose:**

The NAGPRA Specialist will implement the Native American Graves Protection and Repatriation Act (NAGPRA), as well as other repatriation laws, work collaboratively with tribal elders, cultural bearers, the Tribe's Sacred Sites Protection Committee, museum representatives and federal agencies as needed. The NAGPRA Specialist will organize and plan repatriation activities consistent with the Tribe's cultural values.

**Minimum Mandatory Qualifications:**

- ❖ High School Diploma or GED
- ❖ Three years of direct experience in the repatriation or historic preservation field and serving as an advocate for tribal repatriation
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test

**Knowledge, Skills, and Abilities and Other Qualifications:**

- ❖ Ability to maintain a high standard of accuracy in all tasks.
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Ability to develop plans, organize activities and complete tasks efficiently within stated timelines
- ❖ Ability to communicate effectively in English, both verbally and in writing
- ❖ Ability to read, understand and follow complex rules, regulations, policies and directives
- ❖ Ability to operate a computer and general office equipment
- ❖ Ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files, and databases
- ❖ Must understand the fundamentals of NAGPRA
- ❖ Must have experience working in Tribal communities, specifically with cultural bearers, along with the ability to maintain positive relationships with elders, cultural practitioners and staff
- ❖ Must have a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- ❖ Knowledge of the needs of Native American values and culture
- ❖ Maintain a current and valid driver's license and must be insurable
- ❖ Must be professional and interact positively with others
- ❖ Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

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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, job announcement and, job description. 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**

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

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.