



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title:	Cultural Resources Project Specialist	Department:	Cultural Resources
Classification:	Non-exempt	Office Hours:	M-F, 8:00 a.m. to 5:00 p.m.
Salary Range:	\$77,000 to \$96,000 - DOE	Location:	Rohnert Park, CA
Reports to:	Tribal Heritage Preservation Officer	Type:	Full-time

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:

Under the direct supervision of the Tribal Historic Preservation Officer, the Cultural Resources Project Specialist (Project Specialist) will provide project coordination for the Tolay Lake project as required by the Administration for Native Americans (ANA) Environmental Regulatory Enhancement grant. The Project Specialist will also coordinate the implementation of the Tolay Lake co-management agreement between the Tribe and Sonoma County Regional Parks. The Project Specialist will assist the THPO and department staff as other projects are developed and as directed. The Project Specialist must be able to develop, implement and provide a high level of support to special projects.

Minimum Mandatory Qualifications

Experience:	<ul style="list-style-type: none">❖ Two years of experience working in Tribal Government, Cultural Resources, Environmental Sciences fields, or related fields or
Education:	<ul style="list-style-type: none">❖ Bachelor of Arts or Science in Environmental Science or American Indian studies, or closely related field
Other:	<ul style="list-style-type: none">❖ Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening❖ Must possess a current and valid driver's license and must be insurable
Preferred Qualifications:	<ul style="list-style-type: none">❖ Masters' degree in Environmental Science, American Indian studies, or closely related field❖ Three or more years' experience working in Tribal Government, Cultural Resources, Environmental Sciences, or related fields
Mandatory Knowledge, Skills, Abilities, and other Qualifications:	<ul style="list-style-type: none">❖ An understanding of the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA) and related regulations as they apply to the management of cultural resources.❖ Ability to identify compliance issues and report to supervisor.❖ Support training on cultural resources compliance and preservation philosophy, history, laws, regulations, policies, and guidelines.❖ Ability to draft clearly-written project reports as required.❖ Experience in grant writing and /or grant management.❖ Experience working with communities including specific examples of successful projects.❖ Strong communication skills and public presentations to the Tribe and general community.❖ Demonstrated ability to work as part of a team to accomplish goals and objectives, to include coordination of intern and Tribal citizen Tolay Lake project participants.

- ❖ Demonstrated ability to adhere to timelines and deadlines by successfully prioritizing tasks and deliverables.
- ❖ Demonstrated proficiency with standard office technology, including Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files.
- ❖ Maintain a current and insurable driver's license.

Non-Supervisory Responsibilities

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.

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 to download a copy of the application, job announcement and, job description. Email complete application packet to:

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

Or you may drop off your application packet prior to the close of business on the deadline date listed on this Job Announcement.

Application Closing Date: Open Until Filled

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (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.