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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** People's Center Coordinator

**Reports To:** Executive Director

**Location:** Happy Camp, California

**Salary:** \$18.00 to \$24.00 per hour, depending on experience

**Summary:** The People's Center Coordinator shall be responsible for the day-to-day management and direction of the People's Center/Museum. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the People's Center Advisory Committee, shall be responsible for development, management, care and use of the Center's object collections and archival materials. Shall be responsible for business oversight of the Peoples Center Gift and Smoke Shop.

**Classification:** Full-time, Regular, Non Exempt

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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**Position Description**

**Title:** People's Center Coordinator

**Reports To:** Executive Director

**Supervises:** People's Center volunteers  
Smoke Shop clerks

**Location:** Happy Camp, California

**Salary:** \$18.00 to \$24.00 per hour, depending on experience

**Summary:** The People's Center Coordinator shall be responsible for the day-to-day management and direction of the People's Center/Museum. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the People's Center Advisory Committee, shall be responsible for development, management, care and use of the Center's object collections and archival materials. Shall be responsible for business oversight of the Peoples Center Gift and Smoke Shop.

**Classification:** Full-time depending upon funding availability, Regular, Non Exempt

**Responsibilities:**

1. Day-to-day management and direction of the People's Center Museum and Gift Shop.
2. Shall be responsible for the submission of program products and archival materials to the People's Center.
3. Supervision of Sales Clerks, volunteers, consultants and other staff as assigned.
4. Planning, development and promotion of the Center's programming including classes, public programs and exhibitions.
5. Project management, reporting, and implementation of all assigned grant related programs.

6. Support and further Tribal efforts with regard to repatriation and cultural preservation, including NAGPRA.
7. Coordinate regular meetings and planning functions with the People's Center Advisory Committee (PCAC).
8. Monthly reporting to the PCAC and the Karuk Tribal Council.
9. Oversee all aspects of the People's Center retail operations, including merchandise sourcing, sales, inventory control, and implementing strategies to increase revenues.
10. Responsible for developing proposals to fund People's Center programs. Will work with staff in the process of proposal development.
11. Responsible for the development, management, record keeping, curation, and care and use of the Center's object collections and archival materials.
12. Shall participate in training, oversee digitization and preservation activities with regard to the People's Center Museum and Library collections and be actively engaged in digital initiatives.
13. Shall collaborate with the Library and Language Program and associated Committees.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Possesses experience related to preservation and exhibition of cultural objects and be willing to develop relevant professional knowledge on a regular basis.
5. Possess experience related to retail operations including but not limited to ordering, inventory, security and profit/loss.
6. Demonstrates the ability to understand and follow oral and written instructions.

7. Demonstrated ability to write grants and secure funding.
8. Demonstrated ability to write professionally in reports and correspondence.

**Requirements:**

1. Knowledge of the traditions, culture and history of the Tribes of Northwestern California.
2. Must have AA in Business, Museum Studies, Art, Native American Studies, Anthropology or equivalent experience (2 years) in a related field.
3. Must have a demonstrated ability to work well within Native American Communities.
4. Experience and knowledge of museum archives and exhibitions, including best practices in registration and curation, as well as packaging and loaning items for external exhibitions.
5. Demonstrated ability as a communicator, presenter/writer/editor.
6. Demonstrated ability in word processing, spreadsheets, and input and maintenance of databases is required.
7. Having digital technology skills, e.g. digital photography, scanning and metadata documentation is desired.
8. Knowledge and experience in NAGPRA and IACA policies desired.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: April 9, 2009, Revised December 2010, Approved October 2012,  
Revised/Approved November 2014, Revised/Approved June 25, 2015  
Revised/Approved: November 12, 2015, Approved September 7, 2017,  
Revised/Approved July 12, 2018**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_