



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT
CULTURAL COORDINATOR
Full-Time, Exempt Position

Purpose: The Craig Tribal Association, a federally recognized tribe, is recruiting for a Cultural Coordinator. This is a full-time, Non-Exempt position, and pursuant to P.L. 93-638, Indian Preference will apply. The Cultural Coordinator will be responsible for data collections, data entering, planning, coordinating cultural programs, language instruction, gathering and harvesting seasonal traditional foods, gathering cedar bark for weaving classes, managing CTA programs, and other activities related to the Tlingit & Haida culture. In collaboration with Tlingit & Haida's Seacoast Indigenous Guardians Network (SIGN) to make progress towards our shared goals of environmental stewardship and cultural preservation. The successful candidate must have flexibility, excellent interpersonal skills, project coordination experience and the ability to work with others.

The Cultural Coordinator is directly accountable to the Tribal Administrator.

Qualifications:

1. Computer knowledge; data entry by project and departments.
2. Knowledge in Haida & Tlingit culture and history.
3. Demonstrated dependability, maturity and judgment in the performance of duties.
4. Excellent verbal and written communication.
5. Ability to speak effectively before groups of all sizes.

Benefits:

- Paid Time Off
- Health Benefit Stipend
- Retirement

POSTING DATE: 1.02.25 or until filled.
Salary Range: \$61,480.00 – \$66,671.00 DOE.

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER.

Applications may be electronically submitted to: tribal.admin@craigtribe.org