

**JOB DESCRIPTION**

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<b>Job Title:</b>	<b>Tribal Cultural Programs Coordinator</b>		
<b>Department:</b>	Education	<b>Prepared by:</b>	Sierra Duro-Baguyo
<b>Reports To:</b>	Director of Education	<b>Date Prepared:</b>	12/06/2021
<b>Status:</b>		<b>HR Approval/Date:</b>	P. Saldonid 12.13.2021

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**SUMMARY**

The San Manuel Education Department strives to ensure the quality of overall educational services, programs, and initiatives provided to the San Manuel Tribal Community. Under the direction of the Director of Education and in partnership with the Education Board’s Cultural Officer (Čañihñia’ci Hakup Puhča’ia’c), the Tribal Cultural Programs Coordinator develops, implements, promotes and coordinates Tribal cultural activities. The Tribal Cultural Programs Coordinator works with other departments and entities on the development, facilitation, and implementation of San Manuel family events, including but not limited to those sponsored by the Tribal Youth Committee.

The Tribal Cultural Programs Coordinator also champions the goals and priorities of the Tribe in a manner that faithfully reflects and upholds the Tribe’s vision, mission and values.

<b><u>Essential Duties &amp; Responsibilities</u></b>	<b>Estimated % of Time</b>
1. Works with the Education Board’s Cultural Officer (Čañihñia’ci Hakup Puhča’ia’c) dedicated to Culture/Language and the Serrano Language Revitalization staff within the Education Department and other departments such as Cultural Resources Management (CRM) and Tribal Family Services, to create and deliver a succession of various engaging programs and/or trainings to impart cultural knowledge, lifeways, traditions, and values to all Tribal community members.	25%
2. Hosts, facilitates, and supervises Tribal cultural activities and events for all ages of youth and the family unit, while also serving the larger Tribal community, from small groups (less than 10 individuals) to large gatherings (more than 30 individuals) by encouraging and nurturing Tribal unity and a sense of rootedness and belonging.	20%
3. Coordinates opportunities for Tribal community members to gain knowledge, skills, and confidence required to communicate their culture to others, including teaching and supporting traditional lifeways, conducting cultural-historical Reservation tours, and delivering cultural presentations to external audiences such as schools and museum.	15%
4. Identifies and assists in the creation of mentorship opportunities within the San Manuel community. Locates and connects with other Native American instructors of cultural lifeways in the region to provide instruction and guidance.	15%

5.	Supports the Youth Committee’s activities, including elections, meetings, fundraisers, special projects, and sponsored events. Maintains and expands mentoring with the Business Committee, Tribal boards, and other committees, as approved by the Tribal Cultural chair. Provides opportunities for Tribal youth to develop and strengthen leadership, decision-making, and soft skills. Supports Tribal youth in making positive behavior choices, connects Tribal youth with Tribal Family Services, as needed, and takes disciplinary measures when appropriate.	15%
6.	Completes and prepares necessary forms and documentation pertaining to all cultural activities (permission slips, emergency contacts, medical release forms, etc.) when such activities are conducted while in the course and scope of employment with the Education Department as the Tribal Cultural Programs Coordinator. Manages and oversees all participation and tracking to ensure that sign in sheets and post-activity reports are maintained for participation in cultural programs and events.	5%
7.	Performs other duties as assigned to complement the effective operations of the Education Department.	5%
		<b>100%</b>

**EDUCATION/EXPERIENCE/QUALIFICATIONS**

- High School diploma or GED required. Bachelor’s degree in Education, Native American Studies, Tribal Governance, Anthropology, History, and/or related field preferred.
- Minimum of three (3) year of experience developing programs, event planning and budgeting experience required. Traditional cultural knowledge related to the work of the department including Serrano culture, history, kinship, traditional lifeways, language, oral traditions, landscapes, material culture may be used in lieu of experience.
- Must be able to interact with individuals of all ages with diverse backgrounds and personalities.
- Knowledge and experience working with tribal communities is highly preferred.
- Experience working with youth ages 5-18, is preferred.
- Must have the ability to analyze participant behavior and use techniques to successfully deliver programs and safely and confidently supervise Tribal youth in both structured and unstructured settings.

**CERTIFICATES/LICENSES/REGISTRATIONS**

- A qualified candidate/employee must have a valid driver’s license with an acceptable driving record as determined by the company’s insurance carrier.
- As a condition of employment with the San Manuel Band of Mission Indians Education Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.
- Must successfully undergo and maintain a current negative tuberculosis (TB) test.
- CPR and First Aid certificate required.
- Annual Mandated Reporter Training required.

**PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT**

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting, however, employee may be exposed to outdoor weather conditions such as rain, wind, cold, and hot climates.
- Work requires travel to attend meetings, trade shows, and conferences.
- Incumbents may be required to work evening, weekend and holiday shifts.
- Must be able to work in a fast-paced, high-demand environment.
- Strength sufficient to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and/or move up to 40 pounds occasionally.
- Sedentary work: involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Physical activities that apply to the essential functions of the position are balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
- Hearing sufficient to hear conversational levels in person, via videoconference and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, via videoconference and over the telephone.
- Visual acuity that meets the requirements of the position: The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading and visual inspection of employees, visitors or facility.
- Mobility sufficient to safely move in an office environment, walk, stoop, bend and kneel, and enter, exit and operate a motor vehicle in the course of travel to promotional events, meetings, conferences, trade shows and San Manuel properties.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians will make reasonable accommodations in compliance with applicable law.