



## Job Announcement

**Position:** Culture and Arts Program Coordinator  
**Compensation:** \$21.63 - \$24.00 per hour  
**Benefits:** Medical, Dental, Vision, AFLAC, Simple IRA, Paid Time Off includes accrued hours, and paid holidays  
**Employment Status:** Regular, Full-Time, Non-Exempt  
**Schedule:** Varies depending on evening classes and occasional weekends as assigned.  
**Job Location:** Grand Forks, North Dakota  
**Reports To:** Director of Youth and Family Programs  
**Posted:** October 15, 2024  
**Closes:** **October 29, 2024**

### Position Description:

The Culture and Arts Program Coordinator is responsible for providing cultural enrichment activities at the site location indicated on this announcement. This position provides direct support to Native American students and families by offering daily after-school activities, community-wide culture events, and regularly scheduled culture, arts and performance exhibitions and sweat lodge ceremonies.

### Essential Functions:

- Recruit, capacity build a cohort of Native artists, cultural bearers and Tribal language instructors in your area.
- Coordinate events calendar for the culture, arts, language and spiritual activities with local staff and Native artists and cultural bearers in your area.
- Coordinate contractor schedules and contracts and payments for the culture, arts, language and spiritual activities with Finance staff and Native artists and cultural bearers in your area.
- Host Native Artisan Markets at least three times a year.
- Planning, enrollment, and facilitation of on-site Culture Nights three Wednesdays each month.
- Leading Cultural Arts and Education activities in a variety of settings.
- Providing after school and evening Cultural Arts and Spiritual activities, Monday – Thursday, 2:30 - 9:00 pm.
- Coordination of class instructors and volunteers during Culture and Arts Nights and other events.
- Coordinating with community partners and members for Native Dance and Drumming and all other cultural events.
- Make referrals to NATIVE, Inc. services or external services when needed by participants of cultural programs.
- Promote awareness, understanding, and appreciation of diverse and inclusive Native community.
- Ensure a safe and supportive environment for youth participants at events.
- Research and identify relevant culture and language curriculums and coordinate and facilitate a community cultural advisory committee to obtain feedback on the needed improvements to existing and developments of new cultural programs.
- Become trained in Native American curriculums and facilitate programs to Native people, youth and families.
- Networking departmentally and inter-departmentally to form and facilitate planning committees.
- Collect and record client data and evaluation tools for the purposes of data entry as well as grant requirements. Data entry and evaluation will take place for both the youth participants and adult volunteers.
- Complete monthly cultural arts report.
- Collect, file, and maintain confidential data, (i.e., electronic, and manual records of vendors and program participation sign-up sheets, agency referrals, etc.) to supervisor when requested.

- Collect and record all in kind donations and services for grant reporting purposes.
- Assist in database management, including entering client data.
- Create or work with graphic artist to create flyers/media print/newsletter articles/community list-serve and website postings promoting and advertising cultural arts activities and classes.
- Purchasing and inventory of cultural arts supplies and maintain storage.
- Assist with the preparation for an end of the year event for Dance, Regalia and Drum class students.
- Youth and Family Culture Nights/Field Trips: Cultural Arts and Education activities may periodically be held on weekends and evenings. It is expected that the Cultural Arts Support Staff will have a flexible schedule to accommodate being present and participating in these activities.
- Develop collaborative relationships with nearby Tribes and a wide variety of area stakeholders (i.e., public schools, museums, partner organizations, Native artist/cultural bearers, community members, etc.).
- Outreach to community for exhibitions, workshops, events and culture, arts and spiritual activities.

**Qualifications:**

Education & Training:

- Bachelor's Degree/ Combination of equivalent education and experience may be an acceptable substitute.
- Knowledge of Native American cultural arts and dance.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian community and issues surrounding the Urban Indian experience required.
- Experience with basic traditional teachings and practices.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR).

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Demonstrated ability coordinating groups, especially youth or volunteers

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with multiple stakeholders including Tribal members, parents, students, Tribal leaders, and school staff
- Communication skills, active listening, verbal and written, including public presentation skills
- Strong Community Building Skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 90% office/classroom, 10% outside office including travel time.

**Physical Requirements:**

- Work schedule and location is subject to change based on organizational needs and programs.
- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

**Other Requirements:**

1. **Valid North Dakota Driver License** (must be eligible to be an insured driver under NATIVE, Inc.'s liability insurance policy)
2. **Successful completion of a background investigation** (including a fingerprint criminal history check).

**Application Submission Requirements:**

1. **Cover Letter addressing your qualifications for the position and why you are interested in joining the NATIVE, Inc. team**
2. **Current Resume**
3. **NATIVE, Inc. Employment Application completed in its entirety**
4. **Two references not related to applicant is required**
5. **Copy of bachelor's degree or higher degree obtained**
6. **Supporting Documentation, if applicable:**
  - **Attach Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office with the application for employment.**
  - **Copy of Military Status if you claim serving in the U.S. Arms Forces**
  - **Certificate of Degree of Indian Blood if you are claiming American Indian preference,**
  - **Training Certificates,**
  - **Copy of Course Transcripts only if you did not graduate from a degree program. \*Note must have a minimum of a bachelor's degree.**
7. **Attention:** Incomplete applications will not be considered. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources. A detailed, complete application is required, and applicants must include on their Employment Record all experience [work by employment including any contract work and/or volunteer] related to this job posting – up to 10 years or more; this will be used to determine your base compensation. Employment Record dates must include month/year. Verification of employment history dates on resume should match the dates listed on the Employment Application. Statements such as "See Resume" will not be accepted, and a resume alone will not be accepted in lieu of a complete online application.
  - **Skills Assessments:** Skills assessment(s) will be required as part of the recruitment process.
  - **Virtual or Onsite Interviews:** The Director and additional HR representative may conduct virtual or onsite interviews.
  - **Military/Veteran:** An applicant claiming Military/Veteran status must provide a copy of his or her DD-214(s), or valid comparable document, at the time of interview.
  - **Driving Requirement:** This position requires a valid North Dakota Class "C" Operator's License or the ability to acquire one by your hire date. External New Hires must meet the [City of Grand Fork's] Driver Record Evaluation (DRE) requisite. To be considered for this position, applicants cannot have more than three moving violations or a total of six Driver Record Evaluation points within a period of thirty-six (36) months.

**Application forms and additional information about employment at NATIVE, Inc. can be found at <http://www.ndnadc.org/about/jobs> .**

**Please send application materials to:**

Attn: Human Resources  
NATIVE, Inc.  
2403 East Thayer Avenue  
Bismarck, ND 58501  
E-mail: [HR@ndnadc.org](mailto:HR@ndnadc.org)