

JOB OPENING ANNOUNCEMENT

Job Title: Preservation & Technology Assistant **Report To:** Culture Departments
Department: Culture Department **Job Vacancy:** YAN-24-018
Status: Full-Time; Non-Exempt (32 hrs.) **Starting Wage:** \$16.00 per hour
Opening Date: 1-22-2024 **Closing Date:** 2-2-2024

POSITION DESCRIPTION:

The Preservation & Technology Assistant must be able to complete all videoing recording, digital stories, project requests and has the responsibility for maintaining the tribal library, oral, photographic, and digital archival data.

QUALIFICATIONS:

- Have an Associate's degree in the field of Preservation and Technology, and/or Anthropology preferred.
- Have a Certificate in Digital Media Arts and Web Design preferred.
- Must have knowledge of the history of the Yavapai and Apache people and the Nation.
- Minimum of one (1) year professional experience in the field of media, cultural preservation, and/or Anthropology preferred.
- Evidence of continuing education to maintain required knowledge and skills.
- Stay up to date on the latest techniques in educational curriculum.
- Must have valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Maintain files, schedule meetings as required, pursue grants, and conduct research as needed and requested by the culture managers.
- Receive requests and answer questions for employees or the public.
- Must be able to adapt to cultural situations and exercise sound judgment, tact and maintain a professional attitude.
- Maintain a positive working relationship with Tribal Employees.
- Continue to produce recordings of elders and Tribal members.
- Maintain accurate and accessible files, as well as all currently archived material.
- As requested by the two Cultural Managers, the Preservation Coordinator will travel with the Department to cultural events with the specific purpose of recording said event.
- Must be able to work weekends and/or nights as cultural events may require.
- Help create digital technology as well as literary and hands on materials for language learning tools.
- Transfer Yavapai and Apache documents and audio and visual media to digital records, on the request of Tribal Administration, Cultural Managers, or Tribal Archaeologist.

- Performs other duties as assigned.

Physical Requirements

Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee will be required to walk long distances and climb to remote areas while carrying video equipment. Employee is required to sit or be in front of computer for long periods; talk or hear; stand; walk; use hands to fingers; handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**