

JOB OPENING ANNOUNCEMENT

Job Title: Yavapai Culture Resource Specialist **Report To:** Culture Manager

Department: Culture Preservation

Job Vacancy: YAN-25-62

Status: Full-Time; Non-Except (32 Hrs.)

Starting Wage: DOE

Opening Date: Monday, June 2, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Yavapai Culture Resource Specialist is responsible for cultural activities, life skills, language classes, and cultural calendars to the Yavapai-Apache Nation.

QUALIFICATIONS:

- Have an understanding of the Yavapai Language, and have a working knowledge of our history and stories.
- Prefer three (3) years of practical culture experience or the working equivalent and an understanding of Tribal issues.
- Must be able to lead by example. This job requires focus on issues, attention to detail and a passion for the subject of traditional culture.
- Be able to make public presentation on a variety of issues which may be complex as well as controversial.
- Must have a high adaptability and exercise sound judgement, tact, and professional attitude, and maintain a positive working relationship with other Tribal employees and members of the community.
- Knowledge of practices and principles in the discipline of archeological and cultural research.
- **Must have valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Create Cultural curriculum through written & oral formats that can be translated into written documents and recordings.
- Develop cultural activities such as: sewing classes, cradle board, boot classes, language activities, cultural plays, plant study, and cooking classes for the community members.
- Assist with Yavapai Elder Advisory Boards, attend monthly meetings.
- Participate with band identification and genealogy study.
- Help establish cultural material for research library in Middle Verde & Clarkdale Qwe He bah ddah joh (Learning Center).

- Promotes and supports traditional ceremonies, events, dances, arts & crafts, foods and Dilzhe'e philosophy of life.
- Perform other duties as assigned.

Physical Requirements:

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance 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 is required to sit; talk or hear; stand; walk; use hands to finger, 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**